

**PRESIDENT'S ADVISORY COMMITTEE ON
CAMPUS ENVIRONMENTAL ISSUES**

TERMS OF REFERENCE

1. Purpose

To provide the President with timely and accurate advice on all matters pertaining to the implementation and maintenance of environmentally-sensitive choices in the management of the University's physical resources.

2. Authority

The Advisory Committee shall be accountable to the President.

3. Responsibilities

- To periodically review and make recommendations to the President on amendments to the University's Environmental Policy;
- To make recommendations to the President on priorities for action and the proposed timelines for such action;
- To conduct periodic environmental audits;
- To assess progress being made towards achieving the goals outlined in the Policy;
- To submit results of said audit to the President and to make recommendations regarding the implementation and dissemination of results;
- To assume an educational role with all members of the University community on matters relating to the Environmental Policy including the pro-active promotion of environmentally sensitive choices;
- To recommend to the President external funding opportunities to support new projects deemed capable of advancing environmental goals;
- To advise on other initiatives and issues relating to the Environmental Policy not specifically addressed in these terms of reference.

4. Membership

The Advisory Committee shall consist of **seven** members who shall be chosen to represent university administration, students, and faculty. Specifically, the membership shall be composed of the following:

- a) Representing administration:
 - Director of Student Services and Residence Life
 - Director of Facilities Management
- b) Representing students:
 - Two students appointed through a call for nominations and applications

- c) Representing faculty:
 - Two members
- d) Representing the University's Occupational Health & Safety Committee (OHSC):
 - One member

5. Procedures

- a) Method of Appointment of Members:

All members of the Advisory Committee shall be appointed by the President in consultation, where appropriate, with the groups from which the members will be sought.
- b) Officers:
 - The Chair of the Advisory Committee shall be appointed by the President.
 - The duties of the Chair shall be to preside at all meetings of the Committee, to represent the Committee as required; to submit reports on behalf of the Committee as necessary; to ensure the appointment of new members upon the expiration of terms; and to discharge such duties as may be approved by the Committee in accordance with its objectives.
 - The Committee may appoint a recording secretary from among its members for each meeting to take minutes.
- c) Term of Office
 - Save for administrative representatives, the term of office of all members of the Committee shall be two years. Reappointment for additional terms will be at the discretion of the President.
 - In all other instances, reappointment for one further term is permissible.
- d) Rules of Procedure
 - Meetings of the Advisory Committee shall be held at least twice every year;
 - A quorum shall be three members plus the Chair;
 - Decisions taken by the Committee shall normally be arrived at by consensus. When this is not possible, decisions shall be by majority vote of those present;
 - Recommended changes to the terms of reference shall be forwarded to the President for approval;
 - Where procedures are not specified in the terms of reference, they will be derived from Bourinot's Rules of Order (Fourth Revised Edition).

August 12, 2003

Revised: February 9, 2004

Revised: February 5, 2014