



NORTHERN ONTARIO SCHOOL OF MEDICINE

ACADEMIC COUNCIL GOVERNANCE AND NOMINATIONS COMMITTEE TERMS OF REFERENCE

Approved: June 9, 2011
Revised: February 7, 2013

Purpose:

1. The Governance and Nominations Committee attends to all matters related directly to the overall structure, direction, constitution and conduct of the Academic Council and its Standing Committees.
2. The Committee will act as a forum to address concerns with regards to the function of Academic Council and its Standing Committees.
3. The Committee will oversee a transparent process of filling elected positions on Academic Council and, where required, on Standing and Ad Hoc Committees of Academic Council.

Membership:

1. All members of this Committee must be voting members of the Academic Council. For the purposes of quorum, the Chair and Vice-Chair shall count as one. Quorum is a majority of the current membership.
2. Membership will consist of:
 - Chair of Academic Council
 - Vice Chair of Academic Council (appointed as Committee Chair)
 - Dean/CEO
 - Five (5) members nominated by the Academic Council, at least three (3) of whom are faculty.
3. Term of Office:
The term shall be two (2) years, renewable.

Responsibilities:

1. The Governance and Nominations Committee shall:
 - a) ensure that Academic Council efficiently and effectively fulfills its governance role by providing leadership and support on procedural matters, development of Council policies and other constitutional issues;
 - b) ensure that matters brought to council are presented clearly and appropriately so that Council is able to consider any actions requested of them efficiently and transparently;
 - c) work in collaboration with Council's Standing Committees to develop and monitor an annual cycle of meetings, reports and work plans for Council;
 - d) review the governance structure of Academic Council annually (or as directed by Council) and recommend to Council such changes as are deemed necessary for the timely and efficient operation of Academic Council;
 - e) support the development of Council's ability to function, including initial member orientation, continuing education and planning retreats and other events as necessary;

- f) ensure periodic review of the overall performance of Academic Council and its Subcommittees in relation to NOSM's mandate, vision, mission, core values and Academic Principles in line with the School's Strategic Plan;
- g) create and maintain a transparent election/nomination process and procedure for Academic Council members;
- h) fill unexpected vacancies on the Academic Council, the Standing Committees and other special committees of the Academic Council where required;
- i) develop a slate of candidates for the position of Chair and Vice Chair of Academic Council;
- j) review and make recommendations on the record of attendance of members at Council Meetings;
- k) perform such other duties as directed from time to time by Academic Council.

Reporting to Council

1. The Committee shall submit a report to the Academic Council at least twice a year.