

## **Senate Budget Committee**

### **TERMS OF REFERENCE**

Page 1 of 2

Approved by the Senate: January 2009, May 2014, April 2021

Reviewed: April 2018

#### **Definitions**

In these Terms of Reference:

*Consult:*

- 1) to talk things over in order to decide or plan something; confer;
- 2) to seek an opinion from;
- 3) to refer to or turn to, esp. for information; and
- 4) to keep in mind while acting or deciding; show regard for; consider.

*Vice President, Finance + Administration:* The Chief Financial Officer of the University

*Budget:* The annual operating budget of the University

#### **Membership**

- Senate Budget Committee will be comprised of all members of the Senate
- VP, Finance + Administration shall be the staff officer and President's designate in presenting the budget to the Senate Budget Committee

#### **Resource Personnel**

- Director, Financial Services
- At the invitation of the Chair of the Senate, any other member of the University community whose expertise and knowledge would be of benefit to the Committee

#### **Support**

Support will be provided by the Executive Assistant to the VP, Finance + Administration.

#### **Chair**

The Senate Vice-Chair will be the Chair of the Committee.

#### **Mandate and Authority**

*Legislation:*

*"The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate"*

1. The Vice President, Finance + Administration shall present the budget to the Senate Budget Committee on behalf of the President. The responsibility for the budget however, rests with the President.
2. The Senate Committee will review the draft annual operating budget submission and may make recommendations to the President and Vice President, Finance + Administration for their consideration when presenting the final budget to the Board for approval.
3. Recommendations shall be by resolution of the Committee.
4. The President may present the original budget to the Board for approval, but must include the resolutions from Senate in that presentation to the Board for information and discussion.
5. The resolutions passed by this "Standing Committee of the Whole" shall be as valid as if passed at a regularly constituted Senate meeting, and the rules and procedures for meetings shall be the same as outlined in the Senate Bylaws.

**Conflict of Interest**

Senate members must consider the Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would involve budget adjustments affecting the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

**Meetings**

At the call of the Chair of the Committee. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.