

OGIMAAWIN-ABORIGINAL GOVERNANCE COUNCIL

APPENDIX A

ADVISORS COMMITTEE TERMS OF REFERENCE

1. PURPOSE OF COMMITTEE

The Advisors Committee is established to serve as a vehicle for inter-departmental communication and liaison with the Lakehead University Ogimaawin-Aboriginal Governance Council (O-AGC) on matters affecting Aboriginal post-secondary education.

2. TERMS OF REFERENCE:

- To provide a forum to discuss issues and formulate recommendations to the O-AGC related to Aboriginal education that both promote the objectives and mission of Lakehead University and represent the best interests of Aboriginal students, particularly those relating to the provision of high quality programs and services.
- To foster open and constructive dialogue on all issues, especially on those occasions where conflict may be perceived by some members between university objectives and the best interests of Aboriginal students.
- To review and/or advise on matters raised by the O-AGC, and/or as required by respective faculties and departmental units.
- To regularly report to Faculties and departmental units on O-AGC matters, preferably at formal Faculty Council/departmental meetings, by the Deans or their designates who are members of the Advisors Committee.
- To review and/or discuss proposal ideas for consideration by the O-AGC.
- These Terms of Reference and the functioning of the Advisors Committee will be subject to review by the O-AGC every second year, including self-assessment by the Advisors Committee, to ensure that it is operating effectively and fulfilling its functions.

3. COMMITTEE COMPOSITION:

Membership on the O-AGC Advisors Committee is based on the principle that following LU positions/groups should be members of the Committee:

- Each Aboriginal-specific program, department or position, including Aboriginal faculty (the 2003 list includes access programs, Native Language Instructors Program, Aboriginal Education Programs, Dept. of Indigenous Learning and Aboriginal Cultural and Support Services, plus the addition of new positions that have been approved, e.g., the Dept. of Aboriginal Education, Vice-Provost (Aboriginal Initiatives), Faculty of Education's Elder-in-Residence, Canada Research Chair in Indigenous Education, Aboriginal Community Liaison, plus any future positions as they are approved;
- Each faculty (the Dean or designate); and
- Key administrative positions (e.g., Vice-President Academic, Vice-Provost Student Affairs, Research Ethics Board).

The membership of the Advisors Committee as stipulated in Appendix A of the Ogimaawin-Aboriginal Council's Bylaws shall be updated annually.

4. GOVERNANCE

FREQUENCY OF MEETINGS: Meetings of the Advisors Committee should be held monthly prior to O-AGC meetings in time for advice to be added to the O-AGC agenda. Agenda items for Advisors Committee meetings will be solicited from all members prior to meetings.

MINUTE-TAKING: Minutes will also be distributed to Advisors Committee members and posted on Aboriginal Initiatives website before meetings so that O-AGC members can view them. Minutes will be taken by the Admin Assistant for Aboriginal Initiatives or an appointee of the Advisors Committee.

CHAIR: The Committee will choose its leadership every second year. The Chair or a designate will be the voting member to the O-AGC.

5. DECISION-MAKING/VOTING PROCEDURES: The Advisors Committee will operate by consensus.

6. Ad-hoc Committees

From time to time the Advisors Committee may require the focused activities of an ad-hoc committee. With the approval by resolution of the O-AGC Advisors Committee, an ad-hoc committee may be formed. A proposal to form a committee will include terms of reference, its membership, and its length of duty. Such an ad-hoc committees reports directly to the Advisors Committee. At the completion of its task the O-AGC Advisors Committee will dissolve the ad-hoc committee.

MEANS TO COMMUNICATE MEETING DISCUSSIONS AND RECOMMENDATIONS TO THE O-AGC: In addition to the Advisors Committee meeting minutes that will be submitted to the O-AGC, the voting member representing the Advisors Committee on the O-AGC will bring forward the Committee's recommendations. The Advisors Committee voting representative will inform O-AGC of the range of opinion within the Advisors Committee on issues.

ATTENDANCE AT MEETINGS: Attendees at Advisors Committee meetings will be members and invited guests. Additionally, other individuals with a legitimate interest in Advisors Committee issues must contact the Secretary of the Ogimaawin-Aboriginal Governance Council for permission to attend Advisors Committee meetings.