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## President's Advisory Council Terms of Reference

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### Purpose

To provide support and advice to the President and the President's Executive Council relating to the strategic priorities of Brandon University. In addition, the PAC will assist in identifying and understanding new and emerging issues in the PSI environment, be they global or local. PAC will also engage in regular Professional Development opportunities to ensure they have the necessary skill set to deal with ever-changing regulations and expectations while driving the strategic mission of the institution.

### Membership

- President and Vice-Chancellor (Chair)
- Provost and Vice-President, Academic (Vice-Chair)
- Vice-President, Administration and Finance
- Associate Vice-President, People and Talent
- Chief Information Officer and Librarian
- Dean, Faculty of Arts
- Dean, Faculty of Education
- Dean, Faculty of Health Studies
- Dean, School of Music
- Dean, Faculty of Science
- Dean of Students
- Director, Advancement and Alumni Affairs
- Director, Communications
- Director, Financial and Registration Services
- Director, Indigenous Peoples' Centre
- Director of Business Operations
- Director, Physical Plant
- Indigenous Advisor to the President
- Manager, Executive & Board Operations
- University Registrar

### Responsibilities

1. Annually identify the primary strategic directions of Brandon University and establish a process for providing advice and direction to the President in advancing the strategies.
2. Annually and regularly identify emerging issues in the post-secondary sector and provide advice and direction to the President's Executive Council (PEC) in mitigating risk or exploiting opportunities.

3. Regularly engage in professional development opportunities to ensure BU is consistent with best practices in managing the day-to-day operations of the university.
4. Take an active role in annual policy renewal process, including development, review, feedback to the Executive Sponsor and/or acting as Policy Contact Person/Subject Matter Expert.
5. Information sharing amongst members to increase awareness of initiatives to support BU's strategic and academic plans and a process to ensure key information is shared amongst the BU community as needed.

### **Potential Emerging Issues and Strategic Initiatives**

1. Strategic Enrolment Management
2. Continuing Education
3. Community Spaces on campus
4. Revenue generating opportunities.

### **Office of Record**

The Office of the President is administratively responsible for the operation of PAC, including meeting coordination, issuing agendas, record keeping, and communication.

### **Meeting Schedule**

- Meetings are held four times a year (April/May, September, November, and February).
- The President and Vice-Chancellor may delegate the role of the Chair to the Vice-Chair.
- No substitute members
- Non-members may be invited to attend meetings as expert resources or to present as deemed necessary by the Chair.
- Normally agenda items will be submitted 14 days in advance of a meeting to the Office of the President. The agenda is posted 7 days in advance of a meeting.

### **Communication Methods**

- Terms of Reference are shared on the President's Office website at <https://www.brandonu.ca/president/university-organizational-structure>.
- An email ListServe is maintained by the President's Office. Contact [president@brandonu.ca](mailto:president@brandonu.ca) for more information on use and access.

### **Amendment, Modification or Variation**

PAC will review its Terms of Reference every twelve (12) months to assess strategic and operational effectiveness.

*Approval date: February 28, 2023*

*Next review: February 2024*