

ROLE OF THE BOARD SECRETARIAT

The Board of Governors (the “Board”) at Toronto Metropolitan University (the “University”) is supported by a Board Secretariat composed of the Secretary of the Board, Assistant Secretary of the Board, Director of Administration and Governance, Program Manager, Governance, and Governance and Operations Coordinator.

Board Secretariat Role

The Board Secretariat supports the Board in its oversight of the University by managing meetings, maintaining records, providing governance advice, and ensuring compliance with policies and governing documents. It facilitates the effective operation of the Board and its Committees and provides Board member support, development, and engagement. In addition, the Board Secretariat administers Board member elections and facilitates the Chancellor and Presidential search processes. It is responsible for maintaining the official record of Board and Committee decisions in the form of resolutions. The Board Secretariat also acts as a central point of contact for communication and interaction between the Board, senior administration and other University stakeholders.

The Board Secretariat will send Board and Committee meeting notices to Board members three weeks before a meeting date. Board meetings are held in the months of September, November, January, March, April, and June. Governance Committee meetings are held in October, February, May, July, and August. Finance Committee meetings are held in the months of September, November, January, February, March, and April. All Board members are invited to attend Governance and Finance Committee meetings. Other committee meetings are held during certain months during the Board cycle. A full schedule of Board and Committee meeting dates for the academic year is available on the Board of Governors’ website and the Diligent portal. Additional meetings may be held on an “as needed” basis.

To support and facilitate the work of the Board of Governors, the Board Secretariat is involved in the following activities:

Prior to Board and Committee meetings:

- Establishes meeting dates for the Board and its Committees and ensures quorum
- Collaborates with senior administration to prepare, review, and manage meeting materials
- Coordinates the timely preparation and distribution of meeting packages via the Diligent portal

During Meetings

- Advises the Board Chair and members on rules of procedure
- Ensures that quorum is maintained and the meetings run effectively
- Tracks and records meeting decisions as part of the permanent Board record
- Drafts minutes of Board and Committee meetings and prepares follow-up communications

Board Membership

- Coordinates the election process of new Board members
- Facilitates the onboarding of newly appointed and elected Board members
- Participates in the development and delivery of Board member orientation programs
- Facilitates the development and delivery of Governance Essentials training sessions, which are designed to provide Board members with knowledge of university governance

Related Board Matters

- Communicates with Board members regularly regarding Board matters and University activities
- Drafts and discusses proposed amendments to the Board By-Laws
- Prepares reports, letters, and research information for the Board Chair and the President as required