PROGRAM ADVISORY COMMITTEE
ROLES AND RESPONSIBILITIES

1. RESPONSIBILITIES OF THE COLLEGE

a) Develop common standards for the establishment of Program Advisory Committees.

b) Establish a means to recognize the efforts of the Program Advisory Committees.

2. RESPONSIBILITIES OF THE SCHOOL/DEPARTMENT

Each School Department will

a) Identify the programs or areas for which a program advisory committee will be established and submit a list of their advisory committees to the Vice President Education for information.

b) Establish a formal process for the appointment of Program Advisory Committee members.

c) Ensure an appropriate level of contact with and support for the Program Advisory Committee Chairs.

d) Ensure an appropriate level of financial resources is available to support committee operations and members' out-of-pocket expenses.

e) Ensure the provision of administrative support as a minimum to

   i. Take minutes, develop agendas, maintain current lists of Program Advisory Committee members, track membership term dates, keep records and flag action items to the appropriate authority, and distribute notification of meetings, meeting dates and times.

   ii. Ensure the Office of the Vice President of Education has up-to-date lists of Program Advisory Committee members, their terms of office, and contact information.

   iii. Keep records including

      ▪ letters of appointment and resignation,

      ▪ terms of appointment, and

      ▪ agenda and minutes.

f) Establish a means to recognize Program Advisory Committee Members.

g) Be responsible for orienting new Program Advisory Committee members to the program, to the School/Department, and to the College.

h) Identify processes that will enable communication and involvement with the Program Advisory Committee members beyond the regular meetings.

i) Provide Program Advisory Committees with updates on action taken related to advice given by the Program Advisory Committee.

3. RESPONSIBILITIES OF THE DEPARTMENT CHAIR/PROGRAM LEADER

a) Assist the Program Advisory Committee Chair in the establishment of agendas and the running of meetings.

b) Chair the annual election for the Program Advisory Committee Chair and Vice-Chair.

c) Communicate recommendations and information arising from the Program Advisory Committee to department/program personnel and others as appropriate.

d) Ensure the development and maintenance of a list of potential advisory committee members to enable a comprehensive spectrum of appropriate field expertise and community connections that are important or pertinent for the program area.

4. RESPONSIBILITIES/ROLES OF PROGRAM ADVISORY COMMITTEE MEMBERS

Responsibilities of the Program Advisory Committee Chair

a) Chair meetings of the Program Advisory Committee.

b) Establish the agendas, with the aid of the Department Chair/Program Leader, based on the terms of reference of the Program Advisory Committee.

c) Facilitate the discussion within the mandate of the Program Advisory Committee.

Responsibilities of the Program Advisory Committee Vice-Chair

a) Perform the duties and responsibilities of the Chair when the Chair is unable to do so.

Responsibilities of Members

a) Attend and actively and appropriately engage as a member of the Program Advisory Committee within the mandate.

b) Notify the designated college contact and the Program Advisory Committee Chair when unable to attend.