



This document outlines the terms of the

To provide a unique forum to successfully support the continuing development of McGill University managers in their respective roles, and to increase the impact of their positions in the University setting.

- To promote collaboration and networking between managers, and with University senior administration;
- To create an environment of knowledge-sharing between managers;
- To foster awareness with and encourage involvement of managers in the development of relevant University policies;
- To assist in the creation of new tools and resources that will support managers in their day-to-day responsibilities.

meetings and participate in discussions: One representative of the VP A&F and one representative from Organizational Development.

Members are elected to serve a two year term, normally beginning September 1st of the year they are elected. In order to maintain continuity and retain knowledge in the Committee, terms are staggered (s)-45 (An)5.0 (y)-2.0)-45 (of whom must be University M staff.



If more nominations are received than there are vacant positions, an election will occur shortly after the end of the nomination period. All nominees will be asked to submit a short written statement explaining their interest in being on the Committee. The election will be by way of online vote, with all M staff being eligible voters. The winners of the election will be determined by way of number of votes received.

Once elected to the Committee, interested members are invited to take on one of the Committee positions. Interest in a position must be communicated to the Chair by email, no later than two days prior to the next regular meeting. The positions are for a term of one year and are normally assigned at the first regular meeting of the Committee in September, with the exception of the Chair position, which is normally determined at the last regular meeting of the Committee in June from among the Committee members who are entering into their second year. Positions are normally assigned based on interest. The position of Immediate Past Chair is ex-officio.

The following is a list of the Committee positions and their associated responsibilities. The Committee has the discretion of modifying, eliminating, and creating positions, including the assigning of special projects.

- o Welcomes the new Chair and provide them support and advice.
- o Serve as institutional memory at meetings.
- o Prepare annual report for VP A&F.

- o Act as the official spokesperson for the MForum and, as such, verify the professionalism of

- o Open, lead, and close each MForum event.
- o Provide support and information to new and renewed members.
- o Annually call for application to recruit new members on the Committee.
- o Officially welcome newly elected members by email.
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- o meeting of the academic year.
- o Schedule each Committee meeting at least one month in advance.
- o
- o meeting in order for them to make any addition to and/or validate it.
- o including the final agenda, at least two
- o days before each meeting.
- o and with the
- o , among others ensuring to the best of their ability that:
 - f proper verifications are done (e.g. verifying the need for adding items to **varia** and any potential conflicts of interest);
 - f each discussion is respectful and runs fluidly;
 - f that decisions are based on consensus (or voted for by majority if needed).
- o Advise through email once the minutes have been added to the e t e e t t) , so that members can validate them.
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- o fluently.

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Read the Terms of Reference to abide by them while in mandate.
Provide the Chair with a picture once elected for the MForum website.
Prior to meetings, read the documents sent by the Chair.

Provide support to those holding a Committee position when they are in need for help.
Where perceived to be needed, regularly reflect and advise the Chair and Vice-Chair on the management of the Committee (e.g. on procedures, documents, etc.) in view of maintaining and improving G&A standards of the Committee.
Contribute to the MForum Annual Report, as needed, by providing insight on factors such as the Committee's accomplishments, challenges, and/or lessons learned.
Mentor new members to ensure the smooth running of the Committee.
Champion the MForum within the McGill community.
Upon conclusion of mandate, provide the Chair with retrospective comments/suggestions.
Advise the Chair as soon as possible (ideally, two months in advance, particularly if occupying one
Suggestion of substitute(s) by the outgoing member (non-binding to Chair), if any, are welcomed.

Committee members are expected to conduct themselves in a polite d2 (in)JJ -26550T497.41 D.

Committee Meetings are held at least once per month, on the dates and at the times and locations established by the Chair. The Committee members are informed annually via McGill email without any



Once a year, typically in the fall, the Immediate Past Chair of the Committee provides a written report on t
members, including participation levels and feedback, the use of budget and overall financial performance, and any initiatives pursued by the Committee in the past year.

The Terms of Reference are reviewed every three (3) years by the Committee, and then forwarded to the Vice-Principal of Administration and Finance for comment, to ensure alignment with University priorities. Any revisions to the Terms of Reference will be promptly communicated to the Membership.

**APPROVED BY THE MANAGEMENT FORUM STEERING COMMITTEE ON MAY 1, 2016.
LAST UPDATED ON OCTOBER 29, 2016.**