
TERMS OF REFERENCE

Cttee ID & Name: **TOR29: OMBUDS ADVISORY COMMITTEE**

Issued by: Ombuds

Effective: 2016-01-04

1. PURPOSE

Fanshawe College (College) and the Fanshawe Student Union (FSU) have jointly agreed to establish the Office of Ombuds (Office) as outlined in the Mandate Agreement for the Office of the Ombuds. The purpose of these terms of reference is to provide a framework and key principles to guide the Ombuds Advisory Committee (Committee) in its activities.

The two main functions of the Committee are:

- 1.1. To provide advice and support to the Ombuds in:
 - Creating and distributing the Office Annual Reports; and
 - Promoting the Office in the College community; and
- 1.2. To provide advice and guidance regarding services of the Office.

2. DEFINITIONS

None.

3. MEMBERSHIP AND TERM OF OFFICE

The membership of the Committee includes:

- 3.1. Voting Members
 - 3.1.1. FSU President
 - 3.1.2. Senior Vice-President, Academic (SVPA)
 - 3.1.3. An Administrative Manager (appointed by the Vice-President, Student Services)
 - 3.1.4. An FSU Employee (appointed by the FSU President)
 - 3.1.5. A Faculty Member (appointed by Local 110)
 - 3.1.6. A Support Staff Member (appointed by Local 109)
 - 3.1.7. An Academic Manager (appointed by the SVPA)
 - 3.1.8. Three College Students (appointed by the FSU President)
- 3.2. Non-Voting Members
 - 3.2.1. The Ombuds (ex officio)

COLLEGE COMMITTEES

4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1 The Committee is co-chaired by the Administrative Manager and the FSU President.
- 4.2 The Co-Chairs arrange for a minute-taker for each meeting.
- 4.3 Meeting minutes remain in the custody and control of the Office.
- 4.4 Meetings are held least twice per academic year. Either Co-Chair or the Ombuds may call a meeting.
- 4.5 Quorum is 50% of the voting members.
- 4.6 A majority of two-thirds is required to pass a motion.

5. AMENDMENT AND RESOLUTION

Normally on recommendation of the Ombuds Advisory Committee, these terms of reference may be amended by mutual agreement of the Ombuds, on behalf of the College, and the FSU President.

6. REFERENCES

Mandate Agreement for the Office of the Ombuds

7. ADDENDA

None.

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