

University Budget Committee

TERMS OF REFERENCE

- NAME:** This Committee shall be called the University Budget Committee.
- STATUS:** The University Budget Committee is a standing advisory committee to the President of the University.
- PURPOSE:**
- A. To provide advice to the President, regarding the Budget for the University, which is updated annually.
 - B. To provide advice to the President with respect to budget policy and procedures.
 - C. To review budget proposals and spending allocations in light of the goals and objectives in the University's strategic plan.
- MEMBERSHIP:** The Committee shall consist of fifteen voting and resource members as follows:
- Voting Members:*
Director of Finance and Administration, Chair
Vice-President, Administration
Vice-President, Academic & Provost
Dean of Arts & Sciences
Dean of Professional Studies
Dean of Education
Associate Vice-President, Student Experience
President, Students' Union
Chief Financial Officer, Students' Union.
Five Faculty appointees - Two are to be selected by the Faculty Association and three are recommended by the Dean of each Faculty.
One Management and Professional Administrator (MPA) appointee.
- Resource Member:*
Manager, Financial Planning & Control
Manager, Academic Relations
Others, as required from time to time
- TERM OF OFFICE:** The term of office for the elected members will normally be three years with the option to renew for an additional term of up to three years.
- QUORUM:** A majority of the total voting members shall constitute a quorum.

**ACCESS TO
INFORMATION:**

Members will have access to information considered necessary for the Committee to fulfil its purpose and which would not be considered confidential in accordance with the Freedom of Information and Protection of Privacy Act of Nova Scotia.

FUNCTION:

1. To discuss the context in which the Budget is developed and provide advice on key assumptions such as changes in government grant, tuition, and enrolment.
2. To constitute sub-committees as deemed necessary to review certain issues and bring recommendations to the full Committee such as with tuition fees.
3. To review summarized information with respect to operating and capital budget submissions and provide advice on the prioritization of same.
4. To receive presentations, as necessary, from larger budget units making submissions in order to better understand their requests.
5. To serve as a conduit to the University community to assist others in understanding the budget process.
6. To review and critique budget schedules prepared by management in support of the annual Budget.
7. To recommend to the President the annual Budget.

OTHER:

Because of the sensitivity of some of the information that is discussed during the development of the annual Budget, discussions at the Committee level will be confidential and not shared outside of the Committee. Formal communication of budget information to the University community will be done in consultation with and approved by the President.