

# COLUMBIA COLLEGE

## THE COLLEGE COUNSEL

### Terms of Reference

<b>Name of Committee:</b>	The College Counsel
<b>Standing or Special:</b>	Standing
<b>Sponsoring Body:</b>	Board of Directors
<b>Reporting to:</b>	President or his/her designate
<b>Level of Authority:</b>	This is an advisory body to the Board unless otherwise stated.

#### **Membership:**

The College Counsel is a standing committee of the Board of Directors. Its primary responsibility is to provide the President with advice and counsel on ways the college can identify, acknowledge, engage, and show its thanks and respect to all those individuals, within and outside the college, who provide support and assistance to those inside the college, and to our prospective, current, and graduate students. Their support may be provided in a number of ways, these include:

- Mentor, ambassador, advisor or friend and supporter of the college, a program, or team member
- Help to a prospective student, one or more enrolled students, or graduate students.

This Counsel is subject to the general authority of the Board of Directors. Ex Officio members of the Counsel include: the President (Chair) and members of the Academic Council.

Committee Members include: Internal or external representatives from each educational department, internal or external representatives from each college non-academic department, one representative from the Board of Directors, and other internal and external individuals as recommended by the Counsel to the President.

#### **Membership in the Counsel**

The College Counsel, as a body at large, consists of a large number of individuals in the community that provide their advice, counsel, and support to our College Board, President, Department Heads, Faculty, Staff, and Students.

These individuals may include:

- Practicum Employers
- Program Board of Advisors members
- Employers
- Current faculty and staff who volunteer their own time

- Volunteers from the community
- Past faculty and staff
- Current students and graduate students who volunteer to help others
- Government representatives
- Agency representatives
- Professional bodies
- Industry associations
- Elected political leaders
- Union representatives
- Guest speakers
- Other community minded individuals

Whether we receive support from individuals outside the college in a more formal ongoing manner, such as being a committee member or informal manner we consider each of these individuals as members of The College Counsel.

**Specific Purpose of the Counsel:**

1. To plan an annual Appreciation Event to acknowledge and thank all those internal individuals, who volunteered their own time, and external individuals, who went out of their way to assist the college, its prospective, current, and graduate students in completion of their program, graduate, and become employed in the field of training.
2. During the Appreciation Event, the College Counsel will make available Certificates of Appreciation to each individual and/or organization who has provided voluntary support to the college, one or more programs, faculty, staff, students (prospective or current), or graduates.

Individuals who are not able to attend but wish to have a certificate will have one mailed to them.

3. To recommend to the President other things that may be done by the college outside of the annual appreciation event that would enable the college to identify, acknowledge, praise, and recognize the contributors of the individuals.

**General Purpose of the Counsel:**

- To gather related information, as well as investigate, review, analyze, discuss, such information and make recommendations to the sponsoring body or to the membership.
- To develop and maintain support, understanding, cooperation, collaboration, and a high level of communication between itself and other committees, divisions, groups and/or individuals in the college
- To serve as a sounding board where particular focus will be placed on a commitment to support, understand, cooperate, and collaborate among the members of this group on matters of mutual interest and concern.
- Individual programs and departments may raise matters that are the purview of those programs or departments but about which they seek advice or suggestions.

- Activities related to the growth and leadership development of the group as a whole.
- Review, discuss, and provide the Board and President with input and feedback on various planning, reporting documents, and other administration and corporation documents.

**Chairperson and Recorder:**

- The position(s) of chairperson and recorder may rotate among the members of the committee.

**Duties of Members:**

- A complete list of the duties of members is contained within the college document titled “An Introduction to Committees”.

**Format:**

The College Counsel meetings are public and visitors are welcome to sit in the gallery. The main tables are for Counsel members only. Visitors are not allowed to participate in College Counsel meetings unless arrangements to do so have been made before the meeting.

- The group will determine its method of conducting meetings, problem solving, and decision making. The college document titled “An Introduction to Committees” will provide more detail as it relates to Committee mandate and solving problems.
- Meetings will operate in a democratic manner and, when necessary, will follow Robert’s Rules of Order.
- Quorum will consist of 50% of the committee + 1. In cases when there is not a Quorum, meetings may be held at the discretion of the chairperson, in consultation with the President, his designate and/or personnel who are present.
- When applicable the group will follow the College’s approved Problem Solving Process.
- All decisions made by this group must be formally recognized as *recommendations* to the sponsoring body unless the sponsoring body has chosen to pass authority to this committee as it relates to an issue or matter being considered.

**STANDING COMMITTEES OF THE COLLEGE COUNSEL**

Note: None have been identified at this time.

## **RECORDS:**

- Records of meetings should be prepared and distributed to all members of the committee as well as to the President or his designate within two days of each meeting.
- The chairperson should maintain the records of all meetings held over the past 12 months.
- Each member of the committee should ensure that their respective team members are informed on all matters discussed at these meetings, unless an issue was discussed in-camera.