

Campus Sustainability Steering Committee

Terms of Reference

The University of Windsor strives to achieve the highest possible standards of sustainability across campus in all operational aspects through outreach and engagement of the campus community.

1. Mandate

The Campus Sustainability Steering Committee will be responsible for providing oversight, expertise and guidance for the University Sustainability Program including all projects, initiatives, and related activities.

In working towards this mandate, the Steering Committee will:

- a) Establish a transparent reporting framework to measure and track University of Windsor's sustainability performance
- b) Support program planning and implementation processes through:
 - I. Establishment of goals and priorities for key sustainability initiatives and projects
 - II. Resolution of specific issues and requests that arise during program implementation
 - III. Deployment of coordinated communications and training plans that facilitate advocacy, promotion and adoption of program activities
 - IV. Referencing best practices and providing program stakeholders with advice and recommendations that ensure timely and effective implementation
- c) Support the development, approval, implementation and oversight for new and updated policies, standards, guidelines, key performance indicators and projects which ensure alignment of the sustainability initiatives and related activities with the strategic priorities of the University

2. Membership

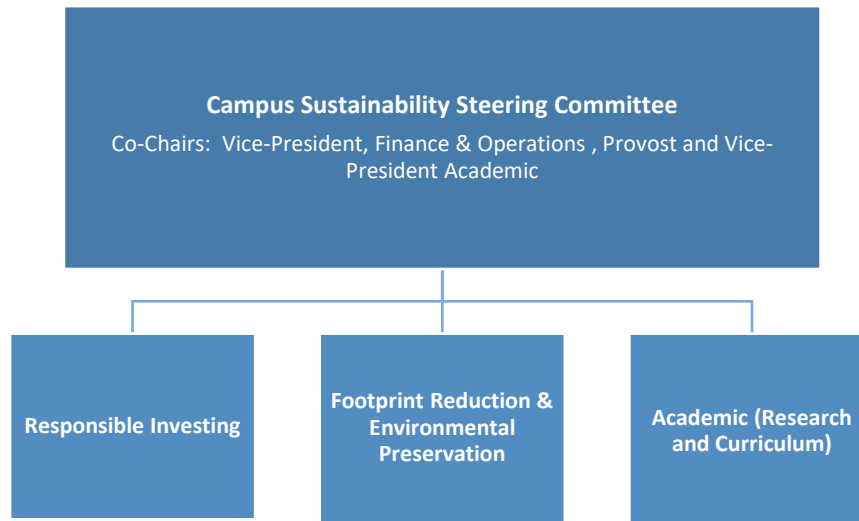
The committee will consist of fourteen (14) members and will include:

- Vice-President, Finance & Operations as Co-Chair
- Provost and Vice-President Academic as Co-Chair
- Associate Vice President, Operations
- Sustainability Officer
- Special Advisor, Environmental Sustainability
- One (1) Indigenous representative
- Two (2) faculty representatives (one faculty member and one Dean)
- One (1) EDI representative
- One (1) staff member
- Three (3) student representatives
- One (1) Community representative

Committee members will serve for two (2) years and will have an opportunity to renew their term for an additional 2 years. To maintain continuity, an additional extension term may be considered to allow staggering appointments for new members.

In the event of a vacant position, the Committee may appoint a new member who will serve to the remaining period of the term with the option of reapplying for a full two (2) year term in September.

3. Governance Framework



4. Reporting

This Committee, via the Co-Chairs, will report to the Executive Leadership Team and will be responsible to provide relevant updates on the work of the Committee to the Executive Leadership Team, as well as other University bodies as may be necessary.

As part of the overall governance framework, there will be specific Sub-Committees, Teams and Working Groups engaged to provide support for program activities. Subcommittees and working groups can be created and/or dissolved, by direction of the Sustainability Steering Committee and/or Co-Chairs, as needed.

5. Meetings

The Committee shall meet on a quarterly basis or at the call of the Co-Chairs.

MEETING GUIDELINES

The following group member meeting guidelines will be adhered to:

1. We have a shared responsibility for team process and the work of the committee.
2. We will respect the opinions of all members and treat each other with respect.
3. We will actively contribute to the discussions.
4. We will keep an open mind to new and different ideas.
5. We will respect the confidentiality of all discussions.
6. We will use open and honest communication with each other

6. Quorum

Quorum will consist of at least half (50%) of the Committee membership.

7. Minutes

The Co-Chairs shall be responsible for ensuring that project meeting notes are appropriately captured for each scheduled meeting.

8. Agenda

Except in unusual circumstances, agenda items and supporting documentation should be provided to Committee members as deemed appropriate by the Co-Chairs during the program period.

9. Decision Making of the Committee

Decisions and recommendations will be based on the consensus of the Committee.

10. Changes to the Membership and Terms of Reference

- a) Changes to the membership must be approved by the Executive Committee or Co-Chairs
- b) Changes to the mandate must be approved by the Executive Committee or Co-Chairs