

**Senate Committee - *Ex-Officio* Designate Form**

**Name of *Ex-Officio* Member:** \_\_\_\_\_

**Name of Senate Committee:** \_\_\_\_\_

Please choose one of the following options:

I will attend **ALL** Committee meetings.

**OR**

My designate, \_\_\_\_\_  
will attend **ALL** Committee meetings in my stead.

**OR**

Where possible, I will attend Committee meetings, however, when I am unable,  
my designate, \_\_\_\_\_  
will attend in my stead. When this situation occurs, I will give the meeting  
materials to my designate.

\_\_\_\_\_  
Date

**This form should be completed before June 6, 2025 and sent to the Office of the  
University Secretary by:**

- clicking on the "SUBMIT" button below (which should create a draft email with this memo automatically attached); or
- emailing the form to [Laura.Orsak@umanitoba.ca](mailto:Laura.Orsak@umanitoba.ca)