

Endowment Fund Advisory Committee Terms of Reference

1. PURPOSE AND MANDATE

1.1 Preamble: The Endowment Fund Advisory Committee (“Committee”) of the College of Nursing (“College”) was established in August, 1990 to enhance the work of the College in the pursuit of excellence in the areas of nursing education, nursing practice, and nursing research within the College. These pursuits contribute to the mission of the College by advancing nursing knowledge and practice and by contributing to the health and well-being of society in general.

Each year, the annual investment income funds are available for disbursement.

1.2 Purpose/Mandate: The Committee is established to make recommendations to the Dean of the College respecting the disbursement of the annual investment income funds. The Dean of the College may decline to authorize a project/proposal recommended for funding by the Committee, however, the Dean of the College shall not authorize the funding of any project/proposal not recommended by the Committee.

2. REPORTING AND ACCOUNTABILITY

2.1. Accountability: The Committee is an administrative committee of the Dean of the College, and is therefore advisory to and accountable to the Dean of the College.

3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. Chair: The Committee Chair or Co-Chairs (i.e., the “Chair”) shall be appointed by the Dean from among the Committee membership. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;
- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;
- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

3.2. **Membership:** The Committee membership shall then consist of the following members, including the Chair:

- (a) Two academic staff of the College holding academic rank in the College, recommended by the Nominating Committee and appointed by the Dean, for a three year term, renewable once;
- (b) One academic staff of the Faculty of Graduate Studies holding academic rank in the Faculty of Graduate Studies, recommended by the Nominating Committee and appointed by the Dean, for a three year term, renewable once;
- (c) One student in the Bachelor of Nursing Program, appointed or elected by the student body, for a one year term, renewable dependent on graduation date;
- (d) One student in a nursing Faculty of Graduate Studies program, appointed or elected by the student body, for a one year term, renewable dependent on graduation date;
- (e) One student in the Bachelor of Midwifery Program, appointed or elected by the student body, for a one year term, renewable dependent on graduation date (effective Fall 2021);
- (f) The Senior Financial Officer, College of Nursing (provides administrative support regarding management of the College of Nursing Endowment Fund monies);
- (g) One support staff member, appointed by the Dean of the College;
- (h) One College of Nursing alumni, appointed by the Dean, for a three year term, renewable once.

3.3. **Equitable, Inclusive and Diverse Membership:** The College of Nursing strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College of Nursing take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict. Any potential Conflict of Interest on the part of a Committee member shall be disclosed to the Chair and managed in accordance with the University of Manitoba Conflict of Interest Policy.

3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

4. **TERM OF OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer; or
- (d) the individual resigns from the Committee.

5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

- 5.1. As part of its Mandate, the Committee will engage in the following activities:
- (a) Developing and reviewing guidelines and forms for receiving and reviewing proposals for funding that reflect a standardized and objective process, based on established criteria;
 - (b) Issuing an annual invitation to faculty, students, support staff and alumni to submit proposals/requests for funding, usually once per year;
 - (c) Receiving and reviewing proposals for funding based on established criteria;
 - (d) Submitting recommendations on funding proposals to the Dean of the College of Nursing;
 - (e) Publicizing the proposals/projects funded each year (through a report to the College Council);
 - (f) Receiving follow-up reports at a specified time from individuals/groups receiving funds from the Endowment Fund.

6. MEETINGS

- 6.1. **Number of Meetings:** The Committee shall meet at least once per year, or subject to the call of the Chair.
- 6.2. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five business days advance of the meeting, unless waived by the Committee members at the meeting.
- 6.3. **Agenda:** Agenda items should be sent to the Committee administrative support at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.
- 6.4. **Quorum:** A majority of the Committee membership must be present at a meeting in order to constitute a quorum.
- 6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.
- 6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.
- 6.7. **Electronic Discussion and Meetings:** The Chair may consult with Committee members electronically, and may arrange email, telephone or other electronic meetings, instead of in-person meetings, as the circumstances may require.
- 6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through

participation on the Committee, unless such information is otherwise approved for public information. All Endowment Fund applications are strictly confidential.

6.9. Minutes & Confidentiality: Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Once approved by the Committee, meeting minutes shall be circulated to committee members.

7. COMMITTEE ADMINISTRATIVE SUPPORT

The Committee shall receive administrative support from the College of Nursing. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

8. AMENDMENTS TO TERMS OF REFERENCE

Amendments to these Terms of Reference may be proposed to the Dean of the College for approval.

9. DATES OF APPROVAL, REVIEW AND REVISION

9.1. **Date approved:** June 30, 2020 – Dean, College of Nursing

9.2. **Review:** Formal review of these terms will be conducted every ten years. In the interim these terms may be revised or rescinded if the Dean of the College deems necessary.

9.3. **Supersedes:** Endowment Fund Advisory Committee Terms of Reference (May, 2017)

9.4. **Committee Administrative Support:** Office of the Dean, College of Nursing

9.5. **Effect on Previous Statements:** These terms shall supersede all previous College of Nursing terms on the subject matter herein.