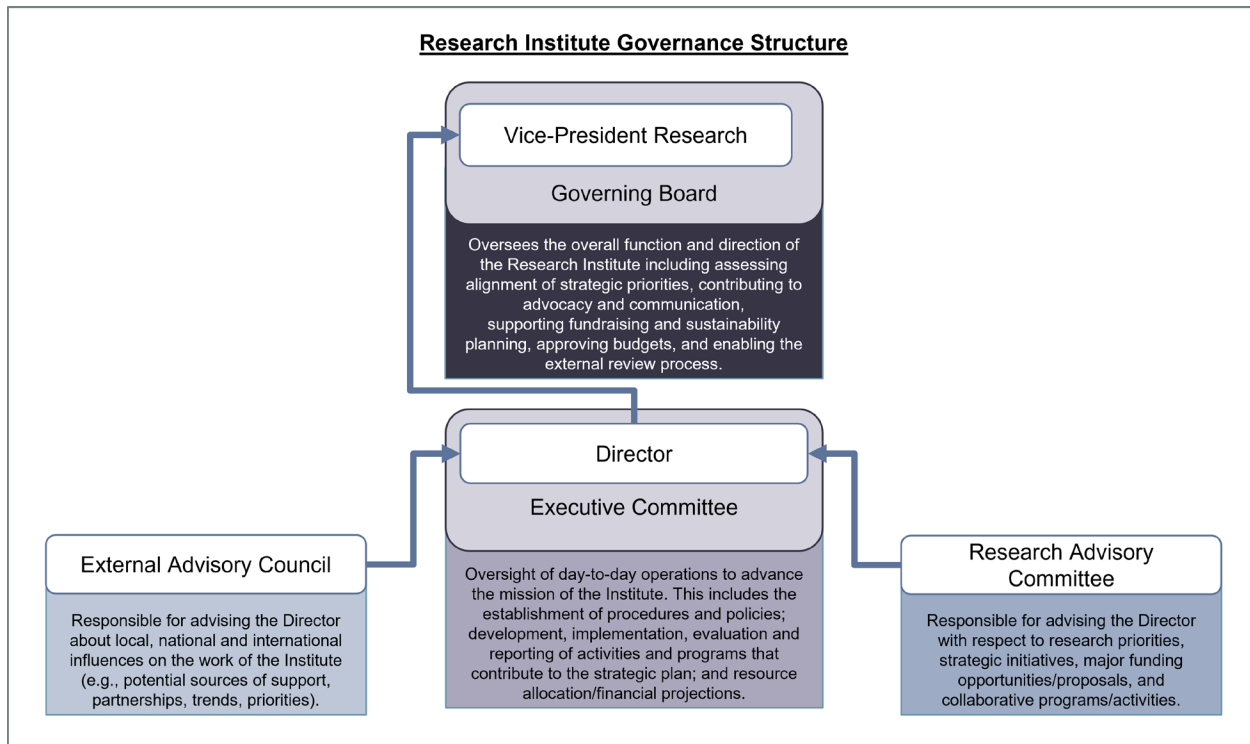


Western Research Institute Governing Board Terms of Reference

Western Research Institutes report to the Vice-President Research who chairs the mandatory Governing Board (GB). Institutes are also required to have an Executive Committee (EXEC), a Research Advisory Committee (RAC), and an External Advisory Council (EAC) as components of their core governance structure (see diagram below).



In this document, you will find terms of reference that include information about the mandate, composition, and processes for the GB. Each Western Research Institute is overseen by the same Board.

Institute information and support is available by contacting the Director of Western Research Institutes or by visit <https://www.uwo.ca/research/about/directory/index.html>.

Governing Board (GB)

Mandate

The GB is responsible for overseeing the overall function and direction of all Western Research Institutes. This includes:

- reviewing institutes' annual report prepared by the Director on the status, progress and immediate future plans of the institute
- assessing alignment of the institutes' future plan and strategic priorities with other units;
- providing advice to the Institute Directors regarding the direction and function of the Institute (immediate and long-term plans)
- making recommendations for membership on the Institutes' core governance structures;
- contributing to advocacy, partnership development, and communication about institute work;
- supporting fundraising as well as providing advice and guidance regarding sustainability;
- advising the Vice-President (Research) about reporting and key measures for success;
- reviewing financial projections and providing feedback to the Vice-President (Research);
- supporting the external review process and evaluating the performance of the Institute Directors led by the Vice-President (Research) at least every five years, and;
- accomplishing any other Institute work requested by the the Vice-President (Research).

Composition

In accordance with Western University's Manual of Administrative Policies and Procedures (MAPP), policy 7.9 section 2.01 (June 26, 2014) members of the GB include Western's Vice-President (Research - or designate), Western's Vice-President (University Advancement), and the Deans (or designates) from the Faculties that have principal roles in the success of the Institute.

Non-voting members include the Associate Vice-President (Research), the Executive Director (Western Research), and the Director of Western Research Institutes.

The **Vice-President (Research - or designate)** will serve as **chair**.

Meetings & Decision Making

The GB will meet at least once a year, or more frequently at the discretion of the Vice-President (Research). Formal minutes will not be taken, but summary of discussion points and action items will be compiled and circulated by the Executive Specialist to the Vice-President (Research).

Conflict of Interest

Members are: (a) required to disclose any conflict or potential conflict, and (b) prohibited from discussing/voting on any matter in which there is a conflict. Potential conflicts of interest should

be disclosed prior to meetings and/or prior to discussion of the specific issue in conflict. Members in conflict will normally be expected to leave the meeting while the issue is discussed.

Evaluation and Revision of the Terms of Reference

GB terms of reference and membership shall be reviewed annually by the Vice-President (Research) to ensure adequate adherence to Western Institute requirements. The current terms were drafted August 2022.