

Board Event Attendance Guide

Background and Description

At the Governance and Nominations Committee meeting in March 2016, the Committee discussed the expectations around Board member attendance at University and community events. Following the discussion, a document was created to prioritize typical Board events (in addition to Board Meetings) and the expectation around attendance.

This work has been used to categorize events into the following three categories:

- A: Attendance is mandatory or strongly encouraged
- B: It is beneficial to have at least one or two Board members present at this function
- C: This event notice is provided for information; Board members are welcome to attend if they wish, but attendance is neither required nor expected

Examples of typical events within each of the three categories include:

A: Attendance is mandatory or strongly encouraged

- Launch of Strategic Plan
- Major University fundraisers
- Board Dinners*
*Board Members are invited to bring a guest to the Board Holiday Dinner as well as the Annual Board Summer Celebration. Travel costs for Board members and a guest will be reimbursed.

B: It is beneficial to have at least one or two Board members present at this function

- Convocation and Convocation dinner
- Long Service Awards and Retirement luncheons (typically Board Chair)
- Collective Agreement signing (typically Board Chair)

C: This event notice is provided for information; Board members are welcome to attend if they wish, but attendance is neither required nor expected

- Faculty and Athletics dinners and luncheons
- Gift announcements
- News conferences
- Alumni Association events

This information is provided to Board members as part of Board Orientation to specify expectations, and guide their response to invitations to University and community events.