

## **SECRETARY OF FACULTY OF HEALTH PROFESSIONS**

### **TERMS OF REFERENCE**

The Secretary shall hold office for a continuing term. Ex officio he/she shall be a non-voting member of Faculty Council, to which he/she shall also act as Secretary.

#### **Functions:**

A) To prepare and distribute to all members of Faculty the agenda and relevant documentation fourteen days prior to statutory meetings of the Faculty of Health Professions.

B) -To prepare and distribute to all members of the Faculty the minutes of the Full Faculty meetings within 30 days of the meeting.

-To plan and coordinate Spring and Fall full faculty meetings.

-To request annual reports from Faculty Committees and organize their approval at Faculty Council prior to the Spring Full Faculty meeting.

-To request School/College annual reports for Fall Full Faculty meeting.

-To plan and organize special workshops and presentations with the Dean and occasionally an Ad Hoc Planning Committee.

C) To prepare and distribute to all members of Faculty Council, minutes of the preceding meeting, the agenda and relevant documentation seven days prior to the meeting of that body.

-To track items requiring Faculty Council attention.

-To, on occasion, ask faculty members to serve on Ad Hoc committees.

-To compose and sign minutes and follow-up correspondence from Faculty Council. In some cases, where Dean's signature is necessary, compose letters for Dean.

-To follow up on actions required by Faculty Council.

-To liaise with other Faculty committees to coordinate meetings, attachments, etc.

D) To maintain accessible records of Full Faculty and Faculty Council business in the Dean's Office.

E) To ensure communication within the Faculty and between the Faculty of Health Professions and other bodies relative to those matters approved at Faculty Council and Full Faculty.

Approved by Faculty Council November 18, 1992  
Revised September, 1993  
Approved by Faculty Council, September, 1993