



## **TERMS OF REFERENCE** **SUSTAINABILITY ADVISORY COMMITTEE**

Version: July 14, 2014

### **I. PURPOSE**

The Sustainability Advisory Committee (SAC) gives feedback and advice to the Office of Sustainability regarding the creation and development of sustainability initiatives and supporting partnerships within and outside of the University.

The SAC is one of three advisory committees to the Office of Sustainability. This committee has a major focus on strategic leadership, outreach and engagement activities, and drawing linkages between both teaching & research, and facilities & operations.

### **II. DUTIES/ROLES**

The Office of Sustainability is the hub of the University of Alberta's sustainability initiative. It informs and inspires students, faculty and staff to adopt sustainable practices. The Office of sustainability seeks to achieve positive change in three major outcome areas:

- Building effective outreach and engagement activities.
- Infusing sustainability into academic teaching, learning and research.
- Growing sustainability initiatives in our facilities, operations and services.

The Sustainability Advisory Committee provides a university-wide perspective and community representation. The sustainability Advisory Committee helps the Office of Sustainability make progress on all outcomes by:

- Exploring and making recommendations regarding key issues and trends covering all aspects of campus
- Serving as a sounding board for the Office in activities such as the campus sustainability plan and student engagement efforts
- Advocating for the Office and identifying opportunities for partnership and collaboration

### **III. GOALS**

The following goals are intended as general guidelines and are not meant to limit other suggestions from members of the Sustainability Advisory Committee.

## **A. Strategic Leadership**

The committee may be called upon to provide advice regarding:

- Campus sustainability plan and other strategic documents emerging from the Office of Sustainability.
- Ongoing development and enhancement of the Office of Sustainability as a known resource for individuals interested in growing sustainability efforts on campus.
- Enhancing the University of Alberta's reputation as a sustainability leader.
- Partnerships and collaboration with other groups, outside organizations and the campus community
- Changes in policies (e.g. university, provincial, federal) that may affect the Office of Sustainability's mandate and to recommend policy changes that will further the University's sustainability objectives.
- Allocation of grants and loans.
- Funding opportunities.

## **B. Education and Outreach**

The committee will provide advice regarding:

- Activities (e.g., workshops, conferences or presentations) that will increase knowledge and skills needed to live, work, and operate sustainably on campus and in our daily lives.
- Key provincial, national, or global leaders in sustainability who would make exemplary keynote speakers.

## **C. Engagement**

The committee will provide advice regarding:

- How to support and increase the number of students, faculty and staff that engage actively in sustainability programs.
- Student engagement in sustainability, both directly with the Office of Sustainability and other areas on campus.
- Partnerships with the non-profit, government, education and businesses sectors to provide students with opportunities to develop their skills in sustainability.

## **D. Communications**

The committee will provide advice regarding:

- Office of Sustainability communications activities.
- Marketing and promotion of campus sustainability initiatives.
- Campus success stories, services, programs and projects to promote regionally, provincially or globally.
- Fora where the Office of Sustainability could have a presence, regionally, nationally, or internationally.
- Planning events and communications to share and celebrate achievements by the University community in making progress toward sustainability goals.

## IV. PROCEDURES

### A. Establishing the Sustainability Advisory Committee

- The Vice-President (Facilities and Operations) and Vice Provost (Academic) are responsible for ensuring that a Sustainability Advisory Committee is established and operated in accordance with the above-stated purpose, duties and areas of emphasis.

### B. Terms of Appointment

- Student members will be appointed for two-year terms whenever possible.
- Other members will be appointment for terms up to three years in length.
- All annual terms coincide with the Office of Sustainability's year-end (March 31). Members may serve a maximum of two terms.
- To ensure continuity on the Committee, all membership terms will not end in the same calendar year, membership terms may be staggered.
- Members must maintain an active role on the Committee; absence from more than 2 successive meetings without just cause may result in the Chair requesting a replacement.
- Members on leave (e.g., sabbatical) will have the option of retaining membership on the Committee if they so desire, but must remain active.
- Membership may be terminated prior to the end of the appointed term, if the member is no longer eligible to represent the department that appointed him/her.

### C. Composition

The Sustainability Advisory Committee is a broad and diverse University-wide group made up of representatives from campuses, faculties, University service areas, students and community members. The Sustainability Advisory Committee will have up to 16 members in addition to ex-officio members representing the Office of Sustainability.

The Sustainability Advisory Committee includes the following:

**(3-6) Office of Sustainability representatives (ex officio).** The Director of Sustainability, Director of Energy Management and Sustainable Operations, Program Lead for Outreach and Engagement, Academic Coordinator, Office of Sustainability, as well as both the Deputy Provost, and Vice-President Facilities and Operations (or their designates).

**(up to 4) Student representatives:** Two undergraduate and two graduate student representing elected offices and students with personal or academic interest in sustainability. Students will be appointed based on their ability to bring energy, commitment and knowledge of sustainable practices to the Committee. Students able to stay on the Committee for more than one academic year are preferred.

**(up to 3) Faculty representatives.** Three members selected by AASUA who represent three different faculties on campus, ideally representing social, economic and environmental aspects of sustainability.

**(up to 3) Staff.** Three members selected by NASA who represent different departments and both professional and support staff. Should include a member who has key involvement in development of university buildings and lands.

**(up to 3) Satellite Campuses.** May include representatives from Campus Saint-Jean, Augustana Campus and Enterprise Square.

**(up to 3) Professional community.** May include representatives from communities neighbouring the University campus, representatives from the City of Edmonton, Alberta Environment and alumni.

#### **D. Sustainability Advisory Committee Chair**

The Chair of the Sustainability Advisory Committee will be the University Sustainability Officer/Director of Sustainability. The Chair will be an active participant in meetings, involving the members in dialogue to help make decision regarding the Office.

#### **E. Meeting Agendas and Reporting**

The Chair will be responsible for ensuring preparation and distribution of meeting agendas and materials. The Chair will prepare a written report of each meeting's agenda, proceedings and suggestions. The Chair will prepare an annual report on the Sustainability Advisory Committee's activities to the Vice-President (Facilities and Operations) and the Vice Provost (Academic) each April. The Director of the Office of Sustainability will take input from the SAC into consideration in development of annual plans of work and strategic planning.

#### **F. Frequency of Meetings**

- General meetings of the Committee will in-person 2 times each academic year. In-person meetings will last approximately 2 hours. Up to two additional meetings may be called if required.
- Subcommittees for specific projects may be created and provide reports at the general meetings. Additional meetings, including meetings of sub-committees, may be called on an ad hoc basis.
- Committee members will receive updates from the Office of Sustainability between meetings.
- Committee members will be provided opportunities to review Office of Sustainability strategic plans and annual reports.
- From time-to-time the Director of the Office of Sustainability may involve members in conversations via electronic mail or teleconference to solicit feedback.

#### **G. Voting**

- As this is an advisory committee, all members are non-voting.