

Organization of Senior College: Governance, Officers, and Standing Committees

Governance:

Senior College reports to, and is periodically reviewed by the Office of the Vice-President and Provost, University of Toronto. The University has provided space and financial support, and has approved the governing arrangements and constitution of Senior College. The **Senior College Centre**, operated by Senior College, has been set up to provide supporting services and cultural opportunities for the University's academic retirees and a place where the retiree community can meet on the St. George campus.

Office of the Vice-President and Provost:

- provides financial support for an Administrator for Senior College and the Senior College Centre
- supervisory responsibilities for the Administrator including performance reviews, salary determination, expense report preparation, and the implementation of applicable University policies and procedures.
- controls, manages, and reports on financial records in cooperation with the Administrator and with Senior College officers
- approves fundraising priorities; fundraising accounts are managed by the Office of Advancement, which provides an advisor for Senior College's fundraising efforts
- decides on the University's financial and material contributions to the College
- co-chairs the Board of Management of Senior College Centre

The **governing bodies of Senior College** are described in the Constitution, which was approved December 2016. Their functions, briefly outlined, are:

Senate:

- reviews and approves the Constitution of Senior College
- elects Council members and College officers
- reviews the reports of officers and standing committees on a yearly basis
- reviews Senior College Centre
- holds Annual General Meeting and additional meetings if required

Council:

- directs academic activities and programs; receives reports of Standing Committees
- approves the College's budget
- appoints chairs of Standing Committees
- approves new programs
- meets 3 times during the year, and reports to the Senate

Executive Committee of Council:

- conducts overviews and advises on significant issues and events as they arise; some of these are provided by the Operations Group (formed in 2017)
- receives reports from Standing Committees; onward transmission to Council
- generates recommendations for Council
- assists in implementing decisions of Council
- meets once per term

Operations Group:

- consists of the Principal and the two Vice-Principals (Administration and Academic)
- meets periodically to sort through important issues relating to College activities and management; decide on those to take to the Executive Committee
- monitors the ongoing operation of Senior College and the Senior College Centre
- advises on priorities for the Senior College office

Board of Management of the Senior College Centre:

- co-chaired by the Vice-Provost and the Principal of Senior College
- meets quarterly
- reviews plans for the Centre
- reviews management and performance
- overviews operating budget for the Centre
- promotes and initiates programs designed for the benefit of the retiree community

Officers of Senior College:**Principal of Senior College:**

- sets priorities for Senior College
- sets meetings for Operations Group, Executive Committee, Council, Senate, Board of Management, with assistance from the Administrator
- meets about once per month with Operations Group (Vice-Principals) to discuss priorities
- co-chairs the Board of Management of Senior College Centre
- primary contact for University of Toronto's administration on policy and governance
- main contact for UTFAs administration
- main contact for external agencies including CURAC (College and University Retiree Associations of Canada)
- establishes contacts with the Faculty Club (appointing a representative to assist)
- assists with fundraising/ advancement for Senior College
- manages work on Constitution, Memorandum of Agreement, other regulatory items
- promotes work on Senior College Archives when feasible
- meets with new retirees; promotes recruitment of Fellows
- monitors membership of the College, with assistance of the Registrar and the Bursar
- monitors University in the Community group
- *ex officio* on several Committees as required, including Nominating Committee

Vice-Principal Academic:

- monitors and reports on the Standing Committees devoted to academic programs and activities
- *ex officio* member of selected Committees as required
- oversees the Small Research Grants program
- advises on materials for raising the College's profile
- coordinates development of new programs, and special events
- back-up for Principal if required

Vice-Principal Administration:

- monitors the Standing Committees and groups devoted to College's operations
- *ex officio* member of selected Committees as required
- conduit to Administrator; supervision and assistance as required
- overview of finances (as reported by the Bursar)
- overview of membership, including recruitment and retention (with Registrar, Bursar, and Administrator)
- conduit to access for Listserve (with Administrator)
- oversees the Communications Consortium, acting as Convenor to call meetings
- serves on Board of Management of Senior College Centre
- back-up for Principal if required

Bursar:

- charged with financial records and reports for the Fellows account
- advises and helps to create financial plans for Senior College
- collects fees from Fellows; advises on fee structure and financial arrangements with the Faculty Club
- chairs the Budget Committee
- interacts with the University regarding financial matters
- reports to Council, Board of Management, and the Senate's Annual General Meeting

Registrar:

- maintains registry of Fellows, External Fellows, and Members
- maintains and builds membership and roster of Fellows, with assistance from the Bursar and the Registrar's Committee or its equivalent
- develops recruitment material for dissemination to new retirees and members of the College who are not Fellows
- reports on registry of Fellows and known Members to Council and Senate

Standing Committees:

Standing Committees are established (with Chairs or Co-chairs) for specific academic and administrative roles. They submit reports to Executive Committee of Council, to Council, and to the Senate. Committees concerned with academic activities are monitored by the Vice-Principal, Academic; those set up to administer the College's affairs are monitored by the Vice-Principal, Administration.

Academic Committees:**Program Committee:**

- responsible for running the weekly program during the Fall and Winter Terms
- selects speakers, invites them to present, and arranges facilities for them at the Faculty Club
- suggests opportunities for occasional excursions and field trips
- maintains list of previous speakers
- provides audio recordings of Wednesday talks for the web site.

Colloquium Committee:

- responsible for setting topics and meeting dates for several discussion meetings per term
- as a subsidiary program, sets dates for summer discussion lunches

Symposium Committee:

- selects the topics and speakers for the annual one-day Symposium
- makes arrangements for the event at the Faculty Club, including program, audio visual requirements, and refreshments
- participates in financial plans and funding with the assistance of the Bursar and the Fundraising (Advancement) Committee

Research Committee:

- runs the program for small research grants, with a yearly competition (depending on funds available)
- receives reports from the grantees and arranges for reports to be published in the Senior College News Bulletin

University in the Community (UitC) Committee :

- runs a program of instruction for members of the community at large who have not had the opportunity to attend University courses
- operated in collaboration with the Workers' Educational Association of Canada

Administrative Committees:

Budget Committee:

- Chaired by the Bursar
- advises on the Fellows' account and financial planning when required

Registrar's Committee:

- contributes to building and maintaining a viable Fellows contingent
- creates and produces information about Senior College to aid in the recruitment of new Fellows

Nominating Committee:

- generates nominations for Council and for Officers when these are required
- monitors Committee membership, recruiting Chairs and Co-chairs as well as Committee members when these are needed

Fundraising / Advancement Committee:

- meets to decide on and initiate fundraising objectives
- implements fundraising plans, appeals, and contacts with prospective donors
- advises on ways and means, and policies, by University of Toronto Advancement officer

Communications Consortium:

- comprises a group of individuals responsible for several aspects of communication:
 - **News Bulletin Editor:** responsible for collecting news items and announcements of general interest to Fellows, and producing 2 or 3 issues of the News Bulletin per year. Also initiates monthly Alerts (sent out via Listserv) for items of immediate concern.
 - **Internet Advisor:** monitors the Senior College Internet communications, including the website, and advises on updates and corrections to the web site; changes must be made by the Administrator in conformity with University policy. Has access to the Listservs for distribution of important announcements.
 - **Senior Scholars Annual Editor:** collects information about the accomplishments and activities of members of Senior College and compiles an Annual to be published yearly
 - **Encyclopedia, History, and Senior College Record group:** has the objective of collecting and publishing information about Fellows, Members, and University of Toronto retirees; the information is to be linked to the News Bulletin and/or established on an appropriate information platform.

Senior College Centre Committees:

Strategic planning for the Senior College Centre (June, 2018) calls for committees to be set up with the aid of interested volunteers for several programs including: Speakers' Bureau; Health and Retirement Education; Visual Arts; Ambassadors for

retirees in University Departments; Technology workshops. The Strategic Plan recommends that the University fund hardware purchases when required, while Senior College will generate funds for expenses of the operating programs.

The Committees in existence in 2018 are:

- **Strategic Planning Committee:** responsible for creating and writing up the strategic plan for the Centre, and passing its recommendations to the Board of Management

- **Visual Arts Committee:** responsible for putting forward a plan for allowing Members of Senior College to contribute their creative activities in visual arts.

Administrative Support:

To date, the administrative needs of Senior College and the Senior College Centre have been met by a single Administrator plus several part-time volunteers. Funding for this position has been supplied in part by the University, with several yearly contributions from UTFSA to make up a full-time salary.

Administrator:

- administrative support: Senior College, its Standing Committees, Senior College Centre, Board of Management

- overviews space utilization, events, and facilities at the Senior College Centre

- arranges meetings and events; records minutes of meetings

- acts as the main contact person in the office at the Senior College Centre

- supervises volunteers at the Senior College Centre

- assists with production of Newsletter, Senior College Annual, web site material; charged with making changes and adjustment to the website in consultation with the Internet Advisor

- interacts with the Vice-Provost's Office, University of Toronto, on financial and policy matters

- enters material into Listservs for distribution to Fellows and Members

- receives updated monthly instructions on priorities from the Operations Group