Terms of Reference
WWI Commemorations Presidential Steering Committee and
Advisory Committee

The steering committee will stimulate, coordinate, guide and oversee the
development of university activities, events, exhibits, special projects and other
initiatives to commemorate the 100th anniversary of World War I, 2014-2019.

A. Membership

Appointed by the President, the committee will be comprised of up to 8
members including content matter experts drawn from the faculty and staff
of the university. The President shall name the chair. The executive
director of Marketing & Communications shall serve as secretary.

B. Roles and Responsibilities

The committee will:

- provide regular updates to the President on its work;
- additionally, the committee will;
- communicate periodically to the wider university community;
- recommend institutional goals, strategies and tactics in a plan for the
  commemoration program and oversee the implementation of the
  program;
- seek the input and involvement of the university community and work
  collaboratively with internal and external stakeholders, and
- propose a budget for its activities for approval by the President.

C. Meetings of the Committee

The Committee will meet bi-weekly; it may also meet at the call of the
chair.

Agendas are generated by the chair and secretary to the committee.
D. WWI Advisory Committee

An advisory committee to the WWI Steering Committee will serve as a liaison to the wider university community. The advisory committee will provide advice and support to the Steering Committee and be comprised of representatives from the university community including faculty, staff, students, alumni and external representatives as recommended by the Steering Committee. The chair of the Steering Committee or his delegate will also be the chair of the Advisory Committee.

E. Additional Resources

The Committee shall be supported by an Events coordinator.