

# Mission, Mandate and Advisory Board Structure

Approved July 17, 2008

## **Labrador Institute of Memorial University**

### **Preamble:**

Memorial University is committed to ensuring its presence in Labrador is represented through its Labrador Institute which is clearly focused on supporting the Labrador community and strengthening Memorial's presence in the region.

The revised statements of Mission and Mandate in this document are linked with the 2007 Memorial University Strategic Plan, and in particular goals 14, 15, and 16. Priority will be given to education and research opportunities in Labrador, and partnerships with aboriginal peoples. The Mission and Mandate will be reviewed and revised within five years of the most recent review and revision.

The Labrador Institute of Memorial University is located in facilities at the College of North Atlantic sites in Happy Valley-Goose Bay and Labrador West.

### **Mission Statement:**

It is the mission of the Labrador Institute to bring the needs and interests of Labradorians to the university, and to facilitate actions that will bring the capacities of the university to bear on these needs and interests.

### **Mandate:**

This mission will be accomplished through four main strategies:

- 1. Programming:** The Institute will (a) help create and manage the delivery of programs appropriate to the needs and interests of Labradorians, (b) assist Labradorians in gaining access to existing programs in the university, and (c) actively recruit students and provide appropriate advisory services for Labradorians interested in attending university
- 2. Research:** The Institute will (a) identify opportunities in research, including those proposed by the Labrador community, (b) assist researchers in engaging Labradorians in the planning and implementation of research, (c) carry out research projects in accordance with the expertise of LI staff (d) co-ordinate and facilitate the process of communicating research results to the community, and (e) establish a repository of Labrador research data and outputs.
- 3. Community Outreach:** The Labrador Institute will be involved in initiatives that (a) preserve and promote Labrador history, culture, and languages (b) advance lifelong learning for Labradorians and (c) further the economic and social development of the region.

4. **Collaboration:** The Labrador Institute will work in collaboration with the College of the North Atlantic in the fulfillment of all elements of this mandate and as further agreed upon in the co-location agreement.

**Programming** and **Research** are deemed the prime strategies.

*Many departments of Memorial regularly engage in Labrador based programming, research and outreach activities. It is vital that the Labrador Institute maintain a database (inventory) of all Memorial activity in the region, thus, it is incumbent on all Memorial Departments engaging in Labrador focused activity to either inform, consult with, vet, or collaborate with the Labrador Institute to ensure that LI is current on all Memorial initiatives in the region. A database of Memorial activity in Labrador enables the Labrador Institute to provide an informed and comprehensive response to public and internal requests for information on Memorial initiatives in the region.*

### **Structure of the Labrador Institute Advisory Board**

#### *Membership:*

The Advisory Board shall be comprised of not more than eleven (11) and not fewer than eight (8) members appointed by the Vice-President (Academic) of Memorial University after consultation with sitting members of the Advisory Board. In making its recommendations, the Board shall consult with Labrador organizations and leaders as appropriate; and, the Labrador Institute may also seek expressions of interest in Advisory Board service. The Vice-President (Academic) and/or his delegate, and the Director of the Labrador Institute, shall be ex officio members.

Regular members may include:

- One representative from each of the Innu Nation, the Government of Nunatsiavut, and the Labrador Metis Nation **(3)** \*
- One person from each of the five (5) Economic Development Zone Board regions in Labrador. **(5)** \*
- One Memorial student or a student registered in the College CAS program who is planning to attend Memorial University.
- College of the North Atlantic **(1)** –one from the Happy Valley-Goose Bay campus.
- One **(1)** of (a) Dean, Director (St.John's), (b) a representative of Sir Wilfred Grenfell College, or (c) a Director at the Marine Institute.

*Some overlap may occur depending on residency and beneficiary status. \**

*Tenure:*

- Members will be appointed for either a *two* or *three*-year term to ensure a combination of new and returning members.

*Function:*

- to advise in matters relating to the Labrador Institute's mandate.
- to provide a communication link between the Labrador community and the university
- to make recommendations which will address identified educational and research needs of Labrador
- to assist in creating partnerships to address these needs
- to increase the profile and presence of the university in Labrador

*Meetings and reporting:*

- the Board will meet quarterly each year at the call of the Chair in consultation with the Director
- the Board will select its chair on an annual basis at the fall meeting
- at least one face-to-face meeting is held per year
- quorum consists of 50% plus one of voting members
- the Board reports to a designated Associate Vice-President Academic on an operational basis
- the Board provides an annual report to the VP Academic, Associate VP Academic and President
- the Director and the Associate Vice-President Academic (or designate of the AVPA) are ex officio and non-voting members of the Board, and attend all meetings
- at its discretion, the Board may invite other LI and MUN staff to attend segments of a meeting or special meetings.

Recent editing

Approved by MUN Board of Regents July 17, 2008

SEC Revision 02 July 2008

Minor edit 06 May 2008

Edited 03 January 2008

Second editing 18 January 2008

Third editing 22 January 2008

Fourth editing 28 March 2008

Fifth editing 08 April 2008