

University Sustainability Committee - Terms of Reference

Purpose

The University Sustainability Committee (“the Committee”), a committee reporting to the Vice-Presidents Council, will support the university’s commitment to sustainability by encouraging the university to work toward the goals of the mandate of the Memorial University Sustainability Declaration:

To promote a community committed to sustainability within and beyond the university, Memorial will develop a comprehensive and collaborative action plan with measurable outcomes. Goals are:

- *to measure and assess the university’s environmental impacts and establish specific targets to reduce them*
- *to integrate sustainable policies and systems into university governance and operations*
- *to encourage academic curriculum, research and outreach on sustainability*
- *to create sustainable working and living environments across all campuses*

Structure and Governance

The Committee is an advisory group reporting to the Vice-Presidents Council, with representatives from senior university administration, students’ unions, and the Sustainability Office. The chair will be selected from the membership by the Vice-Presidents Council. The Sustainability Coordinator will chair meetings when the designated chair is absent. Administrative support is provided by the Sustainability Office.

Through the membership, there will be communication between campus-specific sustainability committees and the Committee. Ad hoc committees may be formed including members external to the Committee.

Membership

Associate Vice-President (Administration and Finance), Grenfell Campus

Associate Vice-President (Administration and Finance), Marine Institute

Associate Vice-President (Facilities)

One Associate Vice-President (Academic) appointed by the Provost and Vice-President (Academic)

Representative of the Office of Vice-President (Research) appointed by Associate Vice-President (Research)

Representative of the Deans Council appointed by Provost and Vice-President (Academic)

Director of Operations, Office of the Vice-President (Administration and Finance)

Executive Director, Marketing and Communications

Graduate Students’ Union representative

Grenfell Campus Student Union representative

Marine Institute Students’ Union representative

Memorial University of Newfoundland Students’ Union representative

Sustainability Coordinator (non-voting)

Membership should include a member of each campus-specific sustainability committee wherever feasible. Each member will designate an alternate. Alternates will attend meetings when members are not available. Alternates and members not specified by position will be confirmed annually.

Meetings

1

Frequency: quarterly or as called by the chair

Responsibilities

The Committee:

- i. oversees the development and implementation of sustainability plans
- ii. reports annually and makes sustainability-related recommendations to the Vice-Presidents Council on university-wide initiatives, governance and operations
- iii. establishes ad-hoc committees as needed
- iv. receives reports and recommendations from its ad hoc committees, the sustainability office, the campus-specific sustainability committees and other related committees

Note:

As the Committee focuses on encouraging sustainability, its operations should exemplify best practices. For example, videoconferencing should be encouraged over traveling to meetings, and paper use and disposable products should be eliminated whenever possible.

2