1. Role & Responsibilities

1.1 Role

The IT Governance Working Group is a sub-committee of Vice-Presidents Council (VPC). Its purpose is to lead the development and consultation process for creating an IT governance model for Memorial University including the principles and structures of the University’s Multi-Campus Model. Upon completion of its responsibilities, the Working Group’s final report and recommendations will be presented to VPC for approval.

1.2 Responsibilities

1. Determine structures to be created using the proposed model as a starting point
2. Create terms of reference for governance councils which will include:
   2.1. Membership (selection process, term, and responsibilities)
   2.2. Decision-making parameters and processes
   2.3. Meeting frequency and planning cycles
   2.4. Relationship to other existing bodies, where appropriate
3. Develop and oversee a consultation process for the proposed model
4. Review and provide recommendations for any necessary amendments to the Information Technology Project Approval Policy

2. Membership

Membership of the IT Governance Working Group is as follows:

Chief Information Officer (Chair)
Associate Vice-President (Academic), Programs, Complement Planning and Development
Associate Vice-President, Administration and Finance, Marine Institute
Associate Vice-President, Administration and Finance, Grenfell Campus
University Librarian
University Registrar
Director, Information Technology Services (St. John’s Campus and Enterprise IT Services)
Director, Student Life, Office of the Deputy Provost Students
Director, Research Grants and Contract Services
Vice-Dean, Faculty of Medicine
Interim Director, Centre for Innovation in Teaching and Learning
Ex-Officio - Manager Strategy, Planning & Liaison, Office of the CIO (Logistics and Support)

3. General

3.1 Working Group Duration

Upon completion of its initial responsibilities and final presentation to the Vice-Presidents Council, the Working Group will recommend the appropriate structure and membership for a permanent senior level IT governance sub-committee of Vice-Presidents Council.
3.2 Chair

The Chair of the Working Group is the Chief Information Officer.

The Chair’s responsibilities include:

1. Ensure the Working Group is completing its responsibilities
2. Finalize meeting agendas and ensure meeting notes are recorded and circulated
3. Chair meetings
4. Update Vice-Presidents Council on progress
5. Present report and recommendations to Vice-Presidents Council for approval

3.3 Operations

1. Meetings will be facilitated by the Chair or a designate.
2. The Chair will establish and circulate the agenda prior to meetings.
3. Notes from the meeting will be recorded and circulated electronically at least one week prior to the next meeting.
4. Members may take part in meetings by teleconference or videoconference.
5. Formal decisions will be determined by consensus. For critical decisions on which consensus cannot be reached, decisions will be made by vote with the equivalent to 50% plus one of voting members determining the outcome. Voting may be done via e-mail to the Chair.

3.4 Frequency of Meetings

The Working Group shall meet bi-weekly beginning in November 2016. It is anticipated the Working Group will complete its work and present its report to Vice-Presidents Council by the end of February 2017.