

Senior Administrative Officer - Terms of Reference

1. TITLE

The name of the Committee will be the Senior Administrative Officer (SAO) Group.

2. PURPOSE

To provide a forum for academic managers to engage in the exchange of experiences, ideas and solutions to common problems in the administrative and financial disciplines.

3. MEMBERSHIP

The Committee will include representation by the Senior Administrative Officer (or equivalent) from each of the following units reporting to the Office of the Provost and Vice-President (Academic): Arts, Business, Education, Engineering, Graduate Studies, Human Kinetics and Recreation, Library, Marine Institute, Medicine, Music, Nursing, Pharmacy, Social Work, Science and Grenfell Campus.

4. ROLE OF THE COMMITTEE

The SAO Group will be a forum for the dissemination of information, policies and procedures from the Office of the Provost and Vice-President (Academic) that are relevant to the carrying out of the daily functions of the academic units or may bear upon structural management issues.

The SAO Group will serve as a medium for two-way communications (i.e., presentations and feedback) with the Directors of groups outside the academic domain (such as the Administrative Directors of Human Resources, Financial and Administrative Services, Computing and Communications, and Facilities Management) bearing upon new initiatives, policies or proposed changes in their operations that will impact academic units.

The SAO Group should review and make suggestions for improvements to all existing and proposed policies and procedures in accordance with Policy Framework.

The AMG will conduct periodic reviews and identify of key areas for professional development and training that will benefit members of the group.

5. ROLE OF THE CHAIR

As the Director of the Office of the Provost and Vice-President (Academic), the Chair will liaise with the Academic Deans and Directors group to disseminate relevant operational information to the AMG.

The Chair will liaise with Deans' Council for the purposes of operationalizing decisions made by Deans.

The Chair will call monthly meetings, notify members of the meetings, solicit items of business for the agenda and invite resource people to make presentations as suggested by members of the SAO Group.

6. MEETINGS OF THE COMMITTEE

The SAO Group will meet monthly between September and June or at the call of the Chair should there be urgent business requiring attention.

Revised December 17, 2015