



Accessibility Steering Committee Terms of Reference

AUTHORITY:

The Accessibility Steering Committee (ASC) is established under the authority of the Office of Provost and Vice President Academic and the Office of the Vice President of Administration and Finance to provide a forum for consultation and collaboration on campus-wide initiatives relative to improving the accessibility of the University. Compliance with the Accessibility Act for Newfoundland and Labrador (AANL) is a foundational focus for the ASC and where possible, members will consider inclusive practices that extend beyond a state of AANL compliance.

MANDATE:

The ASC's mandate includes the following:

- Action the priorities of accessibility as defined in Transforming Horizon's in a collaborative Team Memorial manner that bridges divisions.
- Develop the University's Multi-Year Accessibility Plan (MYAP), including goals, targets, and priorities for implementation of the AANL requirements and its Accessibility Standards.
- Make recommendations to the Office of Provost and Vice President Academic and the Office of the Vice President of Administration and Finance regarding policies, institutional change, and suggested members of Working Groups.
- Monitor the progress towards achievement of AANL Accessibility Standards implementation across the University, through regular updates from Working Groups.
- Prepare annual reports for the Office of Provost and Vice President Academic and the Office of the Vice President of Administration and Finance documenting the University's progress towards accessibility in the preceding year, and form the basis for the University's upcoming MYAP.
- Receive concerns from the University community or Memorial's Incident Management System (MIMS), relating to accessibility for persons, taking action as appropriate.
- Be a champion for accessibility and serve as a resource to the university on issues related to accessibility.
- Work in collaboration with, and build upon the work done in various other related University committees and initiatives.

COMPOSITION & STRUCTURE:

Reporting up to the Chief Risk Officer. The Chief Risk Officer will provide oversight for the administrative functions, communication & reporting with the Audit and Risk Committee of the Board of Regents, the Presidents Advisory Team and working with the executive sponsors of the Vice President Academic/Provost and Vice President Administration and Finance.

The ASC membership consists of at least one representative from each of the Faculty, Staff, Undergraduate and Graduate student unions. Resources will be called upon as required. The following University departments have been selected for membership on the ASC based on their involvement with and influence over campus accessibility issues:



Accessibility Steering Committee Terms of Reference

Members, are appointed by the Office of Provost and Vice President Academic and the Office of the Vice President of Administration and Finance to serve a period of three years, which may be renewable.

The Chair will be the Dean of Graduate Studies (Academic).

The committee is comprised of:

Membership:

1. Blundon Center – 1 member
2. Human Resources – 1 member
3. Office of the Chief Risk Officer – 2 members
4. Office of the Provost – 1 member
5. Facilities Management – 2 members
6. Marcomm – 1 member
7. CITL – 1 member
8. Faculty relations – 1 Member
9. Grenfell -1 member
10. MI- 1 member
11. GSU – 1 member
12. MUNSU – 1 member
13. LI – 1 member

Resources: Agencies, roles and positions as deemed necessary for the meeting agenda

le.

Office of the General Counsel

External partners such as: the City of St John's, Access St John's, Service NL

QUORUM: Is 51% of the membership for meetings

FREQUENCY:

The committee shall meet a minimum of 8 times per year. Working groups will meet as often as necessary to carry out its mandate.

- Minutes will be signed by the Chair and made available to all committee members.
- Committee members shall participate in discussion on issues and make recommendations to the Office of the Office of Provost and Vice President Academic and the Office of the Vice President of Administration and Finance through the CRO as required.
- Administrative support is provided by the OCRO.