

**Board of Governors  
Budget Committee  
Terms of Reference**

**1. ESTABLISHMENT**

The Board of Governors (**Board**) hereby establishes a subcommittee called the Budget Committee (the **Subcommittee**) that reports to the Board's Finance and Property Committee (**FPC**), under the provisions of the Board's General Terms of Reference for Standing Committees and these Subcommittee Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Terms of Reference and the General Terms of Reference, these Terms of Reference will govern.

The Provost and Vice-President (Academic) shall act as the responsible Senior Officer to the Subcommittee, providing the link between Management and the Subcommittee.

All defined terms which are used, but not defined herein, and which are defined in the General Terms of Reference shall have the meaning given to such term in the General Terms of Reference.

**2. COMPOSITION**

**2.1 Chair**

The Member named as set out under "Voting Members" below.

**2.2 Vice Chair**

The Member named as set out under "Voting Members" below.

**2.3 Voting Members<sup>1</sup>**

- Those Governors that are appointed by the Board or its delegate
- The Governor who was nominated as a Governor by the General Faculties Council (ex officio)
- The Students' Union President who was nominated as a Governor by the Students' Union (ex-officio)
- The Governor who was nominated as a Governor by the Graduate Students' Association (ex officio)
- The Board Chair (ex officio)
- The President (ex officio)
- One member appointed by the Deans' Council

Provided that:

The Vice Chair of the FPC shall be named by the Board or its delegate as Chair, and the Vice Chair shall be named by the Board or its delegate and must be a Public Governor or a Governor nominated by the University Senate or Alumni Association.

**2.4 Non-Voting Members**

- The Provost and Vice-President (Academic) (ex officio)
- The Vice-President (Finance) and Chief Financial Officer (ex officio)
- Two members appointed by the University of Calgary Faculty Association
- One member appointed by the Alberta Union of Provincial Employees, Local 52
- One member appointed by the Management and Professional Staff Executive Committee

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<sup>1</sup> The Committee must have a minimum of three voting members in accordance with the Board's Standing Committees General Terms of Reference.

**3. ROLE**

The Subcommittee assists the FPC to fulfill its responsibilities in the annual University budget process by carrying out the activities enumerated below.

**4. RESPONSIBILITIES**

The Subcommittee's responsibilities are as follows:

- a) Review and recommend to FPC the guiding principles, process, and assumptions for the annual consolidated and capital budgets of the University
- b) Review and recommend the annual consolidated and capital budgets of the University to FPC for its consideration;
- c) Recommend a Subcommittee work plan for the Meeting Year to FPC for approval at its first meeting of the Meeting Year; and
- d) Such other activities and responsibilities delegated to it by the Board from time to time.

**5. AUTHORITIES**

The Subcommittee has the authority to carry out its role and responsibilities, subject to any specific conditions or restrictions that are imposed on it by the Board. The Subcommittee does not have decision-making authority except where, and to the extent that, such authority has been expressly delegated or assigned by the Board in these Terms of Reference or by a resolution of the Board.

**6. OPERATIONS**

In respect of all regularly scheduled Committee meetings, other than in-camera meetings or sessions, the Vice President (Services) will be invited to attend all meetings, unless excused by the Chair for the whole or a portion of a meeting.

Unless objected to by the Chair; the President, the Provost and Vice-President (Academic), the Vice-President (Finance) and Chief Financial Officer, and the Vice-President (Services) may invite from time to time such persons as they see fit to attend the whole or a portion of a meeting as a guest, and to take part in the presentation or discussion of items for which they are responsible.

**7. EFFECTIVE DATE**

These Terms of Reference will be effective on the date that they are approved by the Board or its delegate. All prior or existing Terms of Reference of the Subcommittee are repealed as of the effective date of these Terms of Reference.

**Dated: June 23, 2023**