

Budget Advisory Committee

Terms of Reference

Purpose

The purpose of the Budget Advisory Committee is to provide advice to the President through the Executive Management Group (EMG – President and three VP's) regarding detailed budget plans. The Committee will prepare consolidated budget working papers, based on proposals received from senior administrators of the University. The Committee's role is to ensure that budget guidelines are applied strategically to the operational needs of the departments. For capital property items, there must be consultation with the Property Committee.

Membership

The Budget Committee will consist of 17 members appointed as follows:

- 2 Faculty or Professional Librarian members appointed by the Senate
- 2 Ex officio members from the students' association; SMUSA President and SMUSA Vice-President, Academic
- 3 Vice-Presidents; Academic and Research, Advancement, and Finance & Administration (Chair)
- 5 Academic Administrators; one each from Arts, Sobey School of Business, Science, Graduate Studies & Research and Teaching & Learning
- 5 Senior Directors appointed by the President

The Associate Vice-President (Enrolment) & Registrar, the Associate Vice-President External Affairs, and the Manager Budget Services shall advise the Committee.

Term of Appointment

Appointments are for a one year period. Members may be reappointed.

Reporting

The Committee will submit its report and recommendations to the President in the form of draft budget working papers (no later than March 1st). The remaining review and approval process must be complete, with approval of the Board of Governors, prior to April 1st, i.e., the beginning of the fiscal year.