



SUBJECT	Subcommittee to Review Board Committees Structure- Project Plan
SUBMITTED TO	Governance Committee
MEETING DATE	June 9, 2021
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	Action requested - Final approval IT IS HEREBY RESOLVED that the Governance Committee approves the project plan for the subcommittee to review the Board Committee structure as set out in the appendix.
LEAD	Alison Brewin, Committee Chair
SUPPORTED BY	Karen Hakkarainen, Board Secretary

PRIOR SUBMISSIONS

The subject matter of this submission was considered by the Board of Governors and Governance Committee in April 2021.

EXECUTIVE SUMMARY

At the April 19, 2021 meeting of the Board a subcommittee of the Governance Committee was established to review for any changes the Board's committee structure, committee mandates and terms of reference and develop recommendations to the Governance Committee.

The appended project plan sets out the objectives, composition, scope and phases of the work of this subcommittee as well as the resources that will be required to effectively support its work. With the approval of this project plan, work can be commenced to populate and convene the subcommittee.

APPENDICES

1. Subcommittee Project Plan

Project Plan

Project Title: UBC Board Committee Restructuring

Project Objective:

- To identify optimum Board committee structure that will ***effectively and efficiently support the governance role at UBC*** as it seeks to support and serve the purposes and goals of the institution.
- To review the Board's committee structure, committee mandates and terms of reference with a view to the creation of a plan for implementing recommendations for ***optimizing the Committee structure*** according to the direction of the Board

Project Timeline: September 2021-September 2022

Project Structure: a Subcommittee reporting to the Governance Committee

Authority of the subcommittee: To explore the issues and considerations and make recommendations to the Governance Committee

Authority of the Governance Committee: To consider the recommendations, make changes where appropriate, and submit to the full Board where the accepted recommendations are outside the jurisdiction of the Governance Committee, or where proposed changes would have a high impact on all Board members.

Subcommittee membership: This is not a decision-making body, therefore the Committee should be small, nimble and include representation from relevant perspectives impacted by the Committee Structure which includes (and one person might represent multiple lenses):

- a) University Counsel's office
- b) The Exec team beyond Hubert to offer insights on prepping for, responding to, and managing Committees
- c) Elected Board members to offer insights into the needs of the UBC community
- d) Appointed Board Members to offer insights into time and information challenges
- e) Okanagan campus to offer insights into their fulsome representation at Committee tables
- f) Corporate Secretary's office to support the infrastructure needs of the subcommittee AND offer insights into the current capacities, plans and aspirations of the CS office and team
- g) Governance Committee – to chair and ensure linkage to GC
- h) President's office – as key player in managing intersection of Board and Exec

Project activities:

Phase One: Information collection

- Develop key questions to be explored/problems to be solved

- Identify promising practices in university committee structures
- Educate selves on current Structures and mandates
- Report to Governance Committee on findings

Phase Two: Consultation

- Reach out and consult with key community members driving important university initiatives
- Explore ideas with Board and exec committee
- Report findings to Governance Committee

Phase Three: Scenario planning

- Identify best approach to committee structure
- Explore change management issues necessary to implement
- Report to the Governance Committee

Resources required:

- Funding and or time of staff to research other universities and committee structures
- CS staff time to coordinate subcommittee
- Time of subcommittee members