



Faculty of Applied
Health Sciences

DEAN'S ADVISORY COUNCIL

TERMS OF REFERENCE

Introduction

This document outlines the purpose and structure of the Faculty of Applied Health Sciences (FAHS) Dean's Advisory Council.

The Terms of Reference will provide strategic direction in three key areas:

Mandate, purpose and roles

- i) Primary purpose and functions of Council
- ii) Roles and responsibilities

Terms of membership

- i) Qualifying criteria
- ii) Definition of membership
- iii) Length of service and renewal

Organization and structure

- i) Membership
- ii) Meetings

Vision, Mission and Overview

The vision of Brock University's Faculty of Applied Health Sciences is to advance the health and well-being of individuals, making the world a better place.

Our mission is to foster excellent in education and research in a student-focused environment and to develop, promote and maintain multi-disciplinary programs, focusing on human health and well-being.

We are committed to the application of basic and applied knowledge for the purpose of enhancing the social, environmental and economic health of the Niagara Region and beyond.

Through this Advisory Council, the Dean of the Faculty of Applied Health Sciences is seeking advice and feedback, where appropriate from the committed, knowledgeable and interested leaders on its Advisory Council.

When the characteristics of the following criteria are observed, the Advisory Council is successful in its support of the Faculty's vision, and ultimately to its members.

Council members, along with the FAHS Dean should strive to fulfill their respective obligations in fulfillment of this criteria.

Criteria: The Essential Characteristics of a Successful Dean's Advisory Council

- The Dean, as Council Chair provides strong, committed leadership
- Council members have a clear understanding of the Council's purpose and an enlightened and informed perspective about the Department and/or community they represent.
- The Council's role is well understood and respected by the Faculty's key stakeholders: alumni, faculty, administration, students and broader community.
- The knowledge, experience, aptitudes and skills of Council members are appropriately balanced to effectively address and support the Faculty's strategies and plans and are broadly representative of the departments and programs in the Faculty.
- The composition of the Council membership reflects the strength of leadership available to the Faculty within the important constituencies the Faculty serves: among the alumni population and the broader community.

Terms of Reference

Mandate, Purpose and Roles

i) **Primary purpose and functions of the Advisory Council:**

Assist the Faculty of Applied Health Sciences in fulfilling its vision.

The Advisory Council exists to help further the vision and aims of the Faculty. It acts as an important body of leadership, influence and support within the constituencies the Faculty serves.

The Council uses its network to provide a link to those individuals and organizations with the resources, knowledge and contacts the Faculty requires to achieve its objectives and fulfill its mission to the best of their ability.

Principally, the Council has four functions:

1. Advise the Faculty, through the Dean, on issues that have the most significant impact on the accomplishment of the Faculty's vision and strategy; assist in the development of/and ongoing review of the Faculty's long-term planning and special initiatives.
2. Communicate, endorse and advocate the Faculty's interests to external constituencies such as the greater community, to raise its profile as a leading education provider, and to engender support and understanding of its goals.
3. Assist the Faculty in meeting its financial development goals.
4. Act as a confidential sounding board to the Dean on issues pertaining to the advancement of the Faculty and the achievement of its vision.

ii) **Specific roles and responsibilities**

1. Advice on long-term planning and development:
 - Advise the Dean in the development and implementation of long-term planning and special initiatives for the Faculty.
 - Endorse such plans and initiatives as appropriate.
 - Provide perspective on matters of teaching, financial planning and fund raising, faculty and student development, research and corporate/community relationships.

 2. Promote the Faculty's interests:
 - Promote the Faculty's interests and provide informal advocacy within the alumni and broader communities around the world.
 - Help build linkages with the broader community and facilitate relationships that extend the Faculty's outreach, influence and reputation.

 3. Assist the Faculty in meeting its development objectives:
 - Provide advice regarding access to resources, both human and material, that add value to the Faculty's overall performance.

 4. Act as a confidential sounding board to the Dean:
 - Be available to the Dean for consultation on issues of immediate importance to the Faculty.
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Terms of Membership

i) **Qualifying criteria**

Candidates for Advisory Council membership will be drawn from the broader FAHS community and/or alumni.

Candidates for membership to the Advisory Council should be considered in the context of the qualifications listed below. Further criteria may be added in the future as the needs of the Advisory Council develop.

1. Commitment to the well-being of advancement for the Faculty of Applied Health Sciences as evidenced by participation in its activities, knowledge and understanding of its vision and objectives, and provision of financial support.
2. Reputation and standing in the community.
3. Strong interest in and concern for the education and leadership development of the Faculty's constituents.
4. Ability to attend and participate in the Council meetings and in some Faculty events.

ii) **Definition of membership**

The Advisory Council comprises the FAHS Dean and members of the broader community formally appointed by the FAHS Dean.

iii) **Length of service; renewal of service**

Appointment to the Council is for a renewable two or three year term of service.

Organization and Structure

i) **Membership**

Overall membership of the Advisory Council should be maintained at between 10 and 15 members including broad representation of the Faculty's departments/programs, as well as the broader community, in order to seek the advantages of members' advice, influence and support within a broad cross-section of interests.

ii) **Meetings**

Meetings of the Council will be held three times per year. Meetings are scheduled to be held in Fall, Winter and Spring and will occur in the evenings and include dinner.

The agenda for Council meetings is selected by the Dean in consultation with the Council.