

# Memorandum

**Secretariat**  
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**TO:** Board of Governors  
**FROM:** Edyta Rogowska, Secretary-General  
**SUBJECT:** 2023 – 2024 Board of Governors Reference Materials  
**DATE:** October 5, 2023  
**DOCUMENT #:** GD23-13  
**ACTION REQUIRED:**  INFORMATION  APPROVAL/DECISION

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**ISSUE & EXPECTED OUTCOME** Distribution of the 2023 – 2024 Board of Governors Reference Book, for information.

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**BACKGROUND & RATIONALE** The Secretariat annually distributes a series of reference materials to the Board of Governors. This handbook includes information such as the McGill University Statutes, the Code of Ethics and Conduct, information about indemnification of members of the Board, a list of meeting dates and information about the Board Committees and membership.

A series of reference documents has been posted online at:  
<http://www.mcgill.ca/boardofgovernors/governance>

These materials supplement the reference binder, which was distributed to members at the recent orientation session.

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**ALIGNMENT WITH MISSION AND STRATEGIC PRIORITIES** Providing the Board of Governors with relevant information aims to keep members informed and knowledgeable of matters related to their role and to the functioning of the Board.

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**COMPLIANCE WITH UNIVERSITY POLICY** Relevant materials are posted online and distributed annually as a good governance practice.

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**COMPLIANCE WITH LEGISLATION/ EXTERNAL REGULATIONS** There are no applicable legislative requirements.

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**RISK FACTORS** The handbook provides materials that aim to increase members' knowledge and understanding of the University and, in that context, the governance role of the Board.

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| <b>SUSTAINABILITY<br/>CONSIDERATIONS</b>         | There are no applicable sustainability considerations.                                      |
| <b>IMPACT OF<br/>DECISION AND<br/>NEXT STEPS</b> | Materials are distributed annually and updated throughout the governance year, as required. |
| <b>MOTION OR<br/>RESOLUTION<br/>FOR APPROVAL</b> | N/A   |
| <b>APPENDICES</b>                                | N/A   |