

Memorandum

Secretariat
845 Sherbrooke Street West
Secretariat, Room 313
Montreal, QC
514-398-3949 / 514-398-4756

TO: Board of Governors
FROM: Mr. Stephen Stropole, Secretary-General
SUBJECT: Board of Governors Handbook: 2015-16
DATE: October 8, 2015
DOCUMENT #: GD15-14

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME: Distribution of the 2015-16 Board of Governors Handbook.

OUTCOME:

BACKGROUND & RATIONALE: The Secretariat annually distributes the Board of Governors Handbook to the Board of Governors. This handbook contains relevant information such as the McGill University Statutes, the Code of Ethics and Conduct, information about indemnification of members of the Board, list of meeting dates and information about Board Committees and membership.

The Board of Governors Handbook has been posted online at:

<http://www.mcgill.ca/boardofgovernors/handbook/>

The Handbook is now posted as a PDF document. We encourage you to retain this URL and to use this resource regularly as an ongoing reference for Board-related processes and procedures.

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.

COMPLIANCE WITH UNIVERSITY POLICY: The Handbook is distributed annually as a good governance practice.

COMPLIANCE WITH LEGISLATION/EXTERNAL REGULATIONS: There is no legislation requiring the creation or distribution of the Board of Governors Handbook.

RISK FACTORS: N/A

**IMPACT OF
DECISION AND
NEXT STEPS:** The Handbook is distributed annually.

**MOTION OR
RESOLUTION
FOR APPROVAL:** N/A

APPENDICES: N/A
