MANAGEMENT FORUM (MFORUM) TERMS OF REFERENCE

Management Forum (MFORUM) is a network sponsored by the Vice-Principal of Administration and Finance and is funded from the Vice-Principal of Administration and Finance’s budget.

MFORUM Mandate:
MFORUM was established as a networking and discussion group for all “M” classified managers and administrators, to broaden the scope of their experience at McGill University, and to provide an opportunity for the managers and administrators to be informed of professional development opportunities, exchange programs, University’s procedures, policies and services, and to educate the Managers on available University resources and tools. The MFORUM Steering Committee presents the concerns and issues directly affecting Managers to Senior Administration and Senate. Management Forum seeks to encourage communication and the exchange of ideas among all staff at McGill who hold a management appointment. By providing an informal channel of communication between managers and senior administration, it aims to enhance managers’ effectiveness and promote the University’s values and objectives.

Any and all members of the McGill Community who are in a Management position (M class) and who are full-time, part-time, contract, or on a developmental assignment position can participate.

MFORUM Steering Committee Composition:
The Steering Committee is comprised of 10 members and one ex-officio member; the past Chairperson. The Steering Committee is mandated to coordinate an annual conference as a tool for professional development. Other events may be established (e.g. plenary sessions, social events) throughout the academic year, according to relevant needs in the McGill community. In addition, the committee oversees the MFORUM listserv and website.

The following roles comprise the MFORUM Steering Committee:
- Immediate Past Chairperson
- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Web Manager
- Communications Manager
- Other Members at Large

MFORUM Terms of Membership:
- Steering Committee Members:
  - Term - 2 years with no limit on running for additional terms
  - Attendance - Committee members are expected to actively participate in MFORUM events and committee meetings. Committee members must attend all meetings that MFORUM holds
during the year. There is an allowance of two missed meetings per year. If a member misses two meetings, they must step down, unless the Committee decides there are exigent circumstances and makes a discretionary decision.

Chairperson Position:
Term - 1 Year - Elected by the Steering Committee

Roles - The chairperson is responsible for overseeing the smooth functioning of Management Forum including budget, events, committee meetings (e.g., chairing and preparing Agenda and other items), and succession planning. As chair, opens each event and leads in coordination and closing. In addition, as the official spokesperson of Management Forum, provides communications on behalf of the MFSC and ensures a high-level of professionalism exists in web development and email messaging to the McGill community.

Elections and Nominations:
Elections are held each year, normally during the month of April for the vacant positions on the committee. Normally there are five vacant positions. A call for nominations is sent out in late March and if there are more nominations than positions available, an election is held. If equivalent nominations to vacant positions are received, they are acclaimed. A committee member whose term is ending may be nominated and run again.

The Chairperson is self-nominated from the members of the steering committee who have served on the committee for at least 1 year. If more than one person steps forward, the committee elects the chairperson using closed ballot. The immediate past chairperson becomes an ex-officio member.

If during the year a committee member steps down, the vacant position may be filled by either the next member of the McGill Community who received the next greatest number of votes during the election. If all members were acclaimed the Committee may choose to either a) approach a past member to complete the term or b) post a new call for nominations and run an election. Once elected the member serves a term of 2 years from June 1 of the election year to May 31 of the 2nd year.

Elections will follow the University guidelines for elections. (Appendix A)

Duties:
Professionalism: Committee members are expected to conduct themselves in a polite and courteous manner and be mindful of the fact that they are seen as representatives of McGill’s management staff and the McGill community at large.

Attendance: Committee members are expected to actively participate in MFORUM events and all committee meetings. A member may be released from their position on the committee, should they fail to comply with the duties and the spirit of this committee.

Confidentiality: All meetings are confidential and conducted in camera.
Reporting:
The Steering Committee reports to the Managers of McGill University with respect to their mandate and activities throughout the year. The committee also reports to the Vice-Principal Administration and Finance on its fiduciary responsibilities and may also provide an annual activity report as deemed necessary.

REVIEW OF TERMS OF REFERENCE:
The Terms of Reference are reviewed every 5 years, first by the Committee and then distributed to the Membership. In addition, they are forwarded to the Vice-Principal of Administration and Finance for comments.