



## MEMORANDUM

**To:** Executive Committee of Faculty Council

**From:** Professor Don Kirk  
Chair, Community Affairs and Gender Issues Committee

**Date:** November 4, 2011 for December 2, 2011 Faculty Council Meeting

**Re:** **Revisions to the Community Affairs and Gender Issues Committee Manual**

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## REPORT CLASSIFICATION

This is a *Major Policy Matter* that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members voting to carry).

## BACKGROUND

The Committee's Manual was last updated in February 1999. The Manual has been revised to reflect broader committee representation and an additional focus on recruitment and retention, and to remove duties that are now under the mandate of other University groups, and references to outdated documents and reports.

## PROPOSAL/MOTION

THAT the Executive Committee recommend to Faculty Council the following motion –

“THAT the revised Manual for the Committee on Community Affairs and Gender Issues be approved.”