

External Advisory Committee for the Department of Government and International Relations.

**Terms of reference**

The intention is to keep this Committee as informal as possible consistent with purposeful activity. Hence the outline below is offered as a common ground for the start. It is not intended to limit, but rather to launch, activity. In what follows, the word “committee” refers to the group as a whole and also to its individual members. The term “board” refers to the Department Board, which is the meeting of the members of the department.

**Purpose**

The purpose of the Committee is to offer advice to the Department. Its particular remit is to consider the Department’s relationships to its communities, including particularly, but not only, alumni. The Committee will work principally with the Chair of Department.

The Committee may advise on the wider environment of the Department’s teaching and research, for example, expectations of students and parents. It may also comment on trends with implications for the Department. In so doing, the Committee will help the Department to conceptualize its relationships with the several communities to which it relates.

The Committee may also advise on building relations with the communities the Department serves through affiliations, placements, internships, research collaborations, and the like.

The Committee may wish to participate in Department’s activities where there is a mutual interest and benefit, and that may include but not be limited to, guest lecturing in the class room, meeting members of the Department and its students, to discussing approaches to careers with students, meeting students, and more.

The Committee and its members would offer advice and comment to the Chair of Department on such others matters as seen fit.

**Process**

The members of the Committee would be invited to serve for an initial period by the Dean of the Faculty.

The Committee would meet twice a year to match the academic year’s division into semesters. It might meet more often if the need arises. These meetings would last approximately two hours at the University.

There may be occasion when members are asked to undertake some tasks between meetings, and it may be desirable to form subcommittees as the need arises.

The Chair of Department would report to the Advisory Committee on the Department’s activities and identify points of consideration, and would report to the Department Board on the Advisory Committee’s activities.

The Committee would be chaired by one of its members.

From time to time there would be occasion for the Committee to meet members of the Department.

The Committee has the power to add new members.

No remuneration attaches to service on this committee.