



BOARD OF GOVERNORS

ADVISORY COMMITTEE ON INFORMATION TECHNOLOGY AND SYSTEMS

Terms of Reference

- NAME:** This committee shall be called the Advisory Committee on Information Technology and Systems.
- STATUS:** The Advisory Committee on Information Technology and Systems is a sub-committee of the Audit Committee and reports to the Board of Governors through the Audit Committee.
- MANDATE:** The purpose of the Committee is to assist and advise the Board of Governors in fulfilling governance responsibilities with respect to information technology, systems and cybersecurity. The Committee also assists the Board with establishing strategic plans, principles and policies relevant to information technology, systems and cybersecurity.
- MEMBERSHIP:** Membership of the Committee shall consist of the following:
- Ex officio (voting) Members**
- The Chair of the Board of Governors;
 - President of the Faculty Association;
 - President of the Students' Union.
- Appointed (voting) Members**
- The Chair, who must be a member of the Board, but not otherwise employed by the University;
 - At least one other member of the Board;
 - At least three members from the external community.
- Ex officio (non-voting) Members**
- The President of the University;
 - The Vice-President (Administration);
 - The Vice-President Academic and Provost.
- Resources**
- Director, Information Technology and Systems
 - Other resource persons that may be required from time to time.
- MEETINGS:** The Committee shall meet no fewer than three (3) times a year, at a time and place designated by the Chair.

QUORUM: A majority of the total voting membership shall constitute a quorum. At least one ex officio (non-voting) member must be in attendance at all meetings.

FUNCTIONS: The specific functions of the Committee shall be as follows:

1. Approve IT&S and cybersecurity planning, development and stewardship
2. Approve an IT&S business continuity plan
3. Review and approve IT- related projects and technology architecture initiatives, including educational and research software platforms
4. Review and approve policies and plans including but not limited to:
 - a. data quality and data governance
 - b. privacy and protection of information
 - c. data security and information technology system controls
 - d. disaster and recovery planning
 - e. Cybersecurity threat intelligence
 - f. financial, reputational, compliance risks
 - g. project and system implementation
5. Receive and review, at least annually, a university wide report on IT&S and Cybersecurity
6. Receive and review, at least annually, a report on institutional data and information management practices, systems and controls.
7. Discuss other matters as presented by the Administration and/or the Board.

REPORTING: The Committee shall report to the Board at least three times a year.

Approved by HRGC: March 3, 2020

Approved by Board of Governors: June 25, 2020