



**OMBUDSPERSON LEADERSHIP COMMITTEE
TERMS OF REFERENCE**

**APPROVED BY: OMBUDSPERSON LEADERSHIP COMMITTEE
EFFECTIVE: OCTOBER 2022**

MEMBERSHIP:

The Committee is comprised of four (4) representative as follows:

- Two (2) representatives for Saitsa, to be appointed by the Saitsa board in consultation with Executive Director of Saitsa; and
- Two (2) representatives for SAIT, to be appointed by the President and CEO of SAIT.

The Chair will be selected from one of the two SAIT representatives.

The term of appointment shall be one (1) year for Saitsa board representative; three (3) years for Saitsa representative; and three (3) years for SAIT representatives.

MANDATE:

The Ombudsperson Leadership Committee (the Committee):

- Recruits and selects the Ombudsperson upon vacancy of the Office.
- Meets at least once per semester in the fall and winter terms and more often if deemed necessary by the Ombudsperson or the Committee.
- Provides strategic advice and direction to the Office of the Ombudsperson.
- Supports the Office of the Ombudsperson in initiatives designed to promote the fair treatment of the SAIT community.
- Responds to alleged procedural or substantive violations of the Office of the Ombudsperson's Terms of Reference or Framework.

The Committee will endeavor to operate by consensus, but any member present may request a vote on any matter under consideration.

The Committee respects the confidentiality of the Ombudsperson's casework and shall not have access to any confidential information from Office records that identifies individuals without consent.

These Terms of Reference will be reviewed every three years by the Ombudsperson and the Committee. The Terms of Reference can be reviewed at any time if deemed necessary by the Ombudsperson or the Committee.