



**OMBUDSPERSON LEADERSHIP COMMITTEE
TERMS OF REFERENCE**

**APPROVED BY: OMBUDSPERSON LEADERSHIP COMMITTEE
EFFECTIVE: FEBRUARY 25, 2026**

MEMBERSHIP:

The Ombudsperson Leadership Committee (the Committee) is comprised of four (4) representatives as follows:

- Two (2) representatives for Saita, to be appointed by the Saita board in consultation with Executive Director of Saita; 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 Saita board representative; three (3) years for Saita representative; and three (3) years for SAIT representatives. The appointment of any member of the Committee is renewable, to a maximum of two (2) consecutive terms.

MANDATE:

The Ombudsperson Leadership Committee:

- Recruits and selects the Ombudsperson upon vacancy of the Office.
- Meets at least once per calendar year 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.