



**Policy and Procedures Steering Committee**  
**Terms of Reference**  
**2019-20**

**A. STANDING**

The Policy and Procedures Steering Committee is responsible to Executive Management Council through the vice president academic (co-sponsor) and the associate vice president, enrolment management (co-sponsor).

**B. MANDATE**

The Policy and Procedures Steering Committee coordinates and facilitates policy and procedure work across the Institution.

**C. RESPONSIBILITIES**

1. Benchmark policies and procedures at other Alberta post-secondary institutions and member institutions of Polytechnics Canada.
2. Develop an annual work plan that identifies policies and procedures needing creation, revision or deletion, and seek direction and approval from Executive Management Council on work priorities.
3. Develop and maintain standard formats, templates and style guides for policies, procedures, and associated documents.
4. Ensure that approved policies and procedures are posted on SAIT's website, and are communicated across SAIT.
5. Regularly review SAIT's policies and procedures to ensure currency and accuracy.
6. Review draft policies and procedures for accuracy, consistency, overlaps and duplication, and provide advice to stakeholders and subject matter experts.

7. Work with stakeholders and subject matter experts to create, revise, and delete policies and procedures as required.
8. Work with stakeholders and subject matter experts to move policies and procedures through the approval process, and provide regular feedback on the status of the approval process.
9. Work with policy owners on the communication and implementation plans for their policies and procedures.
10. Regularly review the status of communication and implementation plans, and update co-sponsors on those plans and on issues and concerns.

**D. MEMBERSHIP**

1. Members act as points of contact for policy and procedure work falling within their area of responsibility; they work with subject matter experts in the creation, revision and deletion of policies and procedures, and assist with moving policies/procedures through the approval process.
2. Members are drawn from across SAIT and include:

<b>Member</b>	<b>Responsibility</b>
Brenda Boc, HSE Education Development Specialist Sheeba Joseph, Acting Manager, HSE	HS policies
Clint Berg, Internal Audit	General review of all policies/procedures
Cyla Panin , Communications Specialist, Communications department	ER policies
Debbie Wicks, Specialist, Education & Change Management, Finance)	FN and FM policies AD policies (2, 4)
Jody Fraser, Associate Director, Employee Services	HR policies
Melissa Hanley, Executive Assistant to President	Administrative support – approval process
Patrick Mack, Manager, Labour Relations, Employee Services	HR policies

Susan Radke, Manager, Academic Affairs (Chair)	AC policies AD policies (1, 3)
Tracy Ruptash, Executive Assistant, Board of Governors	Administrative support – approval process

3. Guests are invited as appropriate, depending on the agenda item under discussion.

**E. PROCESS**

1. Meetings are held on a monthly basis from September through June. One additional meeting may be held, depending on urgency of agenda items, in July/August.
2. The Chair or designate is responsible for:
  - (a) Preparing and distributing the agenda
  - (b) Recording and distributing minutes to the committee members.
3. Members are expected to attend all meetings; alternates are permitted only if approved in advance by the Chair.
4. The Committee uses a consensus-building approach. If consensus cannot be reached, the Chair will refer the matter to the committee’s co-sponsors for resolution.
5. The Chair will regularly update the co-sponsors on the Committee’s work.

Effective: July 1, 2017

Revised: January 9, 2017; August 16, 2017; December 12, 2017; August 31, 2018; February 25, 2019; September 10, 2019