



Budget Advisory Committee Terms of Reference

Purpose

The purpose of the Budget Advisory Committee is to provide advice to the President through the Executive Management Group (EMG – President and three VP's) regarding detailed budget plans. The Committee will prepare consolidated budget working papers, based on proposals received from senior administrators of the University. The Committee's role is to ensure that budget guidelines are applied fairly to the operational needs of the departments. For capital property items, the Committee must consult with the Property & Development Committee.

Membership

The Budget Committee will consist of 13 members appointed as follows:

- 2 members appointed by the Senate
- 4 other academic members – one appointed from each of the Faculties of Arts, Commerce, Science and from Continuing Education
- 4 members appointed by the President from administrative departments
- 2 members from the students association – SMUSA President and VP Finance
- 1 Chair – Saint Mary's University Vice-President, Finance

The Manager, Financial Planning shall advise the Committee.

Term of Appointment

Appointments are for the current budget period. Members may be reappointed.

Reporting

The Committee will submit its report and recommendations to the President in the form of draft budget working papers (no later than March 1st). The remaining review and approval process must be complete, with approval of the Board of Governors, prior to April 1st, i.e., the beginning of the fiscal year.