



## **POLICY ADVISORY COMMITTEE** **CHARTER**

### **I. POLICY ADVISORY COMMITTEE PURPOSE**

The purpose of the Policy Advisory Committee (PAC) is to support Business and Financial Affairs with strengthening the University's policy environment in accordance with Policy FINA 1.10.040 – *Policy on Policies*.

### **II. POLICY ADVISORY COMMITTEE ROLE**

The PAC's role is one of active engagement with the University's administrative and the work of the Committee. The PAC shall be comprised of no fewer than nine (9) - and up to eleven (11) - members representing a variety of academic and administrative divisions of the University. Members will serve either a one (1)-year or a two (2)-year

term with half of the members appointed for a one (1)-year term, and the remaining members appointed for a two (2)-year term. Terms may be renewed and/or extended upon agreement from the Senior Vice Chancellor for Business and Financial Affairs. The Chair of the Committee shall be appointed by the Senior Vice Chancellor of Business and Financial Affairs. The Chair of the Committee will also solicit volunteers to serve on the Committee, with the goal of ensuring a robust representation of campus constituencies at all times.

## **V. COMMITTEE MEETINGS**

The PAC will meet as needed. Meetings may be held either virtually or in-person.

## **VI. COMMITTEE WORK PROCESS**

### **A. Policy review cycle<sup>1</sup>:**

- i.** On or about the 1st of each month, draft policies (both new and revised) are posted to the Draft and Revised Policies on the University Policy website;
- ii.** The Chair will notify the members of the PAC and other constituencies, that drafts have been posted to the Policy website and are available for review;
- iii.** Between the 1<sup>st</sup> and 10<sup>th</sup> of each month, Committee members will provide comments on the policy drafts;
- iv.** On or about the 10<sup>th</sup>

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<sup>th</sup> of each month

- New/draft and revised policies posted to <http://www.edupbcraft-revised-policies>
- Email requesting PAC review sent to hko DraftRevised p