



# Board of Directors Terms of Reference

## Organization Mandate

The mandate of The Landing is:

1. To offer support for gender and sexual diversity at the University of Alberta and related communities;
2. To support LGBTTTQQPIANU+<sup>1</sup> communities and individuals, as well as their supporters, friends, families, and loved ones;
3. To promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life; and
4. To offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.

## Board Mission

The mission of The Landing Board of Directors is:

1. To fairly govern, guide, and support staff and volunteers of The Landing;
2. To ensure work performed by staff at The Landing conforms to the mandate set out by the society;
3. To exercise prudent fiscal management and approve an annual budget for the staff to use in the pursuit of the mandate;
4. To develop, maintain, and amend and abolish as needed a set of principled policies for the functioning of The Landing; and
5. To represent The Landing in all legal and public matters.

## Board Membership

Membership of the board shall include:

1. Two students-at-large who are not volunteers or staff of The Landing;
2. One volunteer representative from The Landing;
3. One representative from the Institute for Sexual Minority Studies and Services;
4. One representative from OUTreach;
5. One representative from an LGBTQ+ serving organization;
6. Two members from the greater Edmonton community;
7. One University of Alberta staff member;
8. The University of Alberta Students' Union Director of Student Life, or designate;
9. The University of Alberta Students' Union Vice President Operations & Finance, or designate;
10. One member of the University of Alberta Students' Union Council; and
11. The Landing Executive Director, as a non-voting member.

---

<sup>1</sup> Lesbian, Gay, Bisexual, Transgender, Two-Spirit, Queer, Questioning, Pansexual, Intersex, Asexual, Non-Binary, Unlabelled, and more

## **Governing Documents**

The Landing Society shall be governed by the following documents:

1. Bylaws, which shall be amended and approved at an Annual General Meeting and made available on The Landing's website;
2. Policies, which shall be amended and approved at a Board of Directors Meeting and made available online; and
3. The Students' Union Bylaw 6000 series, which shall be amended and approved by Students' Council and made available on the Students' Union website.

## **Meetings**

Meetings of The Landing Board of Directors shall usually occur on a monthly basis, as called by the Chair. Quorum is one-half of the voting membership of the Board. The Chair shall endeavour to use consensus decision making whenever practical, as mandated in the Society bylaws. The Chair shall also be responsible for securing a location for meetings, moderating debate at meetings, facilitating the board's ability to achieve its mission, and offering organizational support to the Executive Director.

## **Committees**

The following are standing committees of the Board of Directors:

1. Finance & Administration Committee
2. Policy & Procedures Committee
3. Personnel Committee

Additional committees or working groups may be struck by the Board on an ad-hoc basis. All members of the Board must be a member of at least one committee, but may be members of as many committees as they'd like, and all committee meetings are open to all members of the Board. The Chair and Executive Director shall be members of all committees, and the Chair may delegate the responsibility of facilitating a committee to another member. Committees are responsible for submitting recommendations to the Board, and have the authority to pass certain motions without Board approval – these motions are outlined in policy, and the Board shall still be notified of any decisions made.

## **Attendance**

Members of the Board are expected to attend all meetings in person, via conference call, or by sending a proxy in their place. If a member is absent from three meetings within the year without sending regrets or a proxy, their position shall be vacated and the board shall select a new member for the position (from the same organization if applicable). After missing two meetings, the Chair shall check in with the member and work out a plan to ensure no further absences occur. Regrets must be sent at least 12 hours in advance to the Secretary of the Board. Extenuating circumstances may be granted by the Board.

## **Public Access**

All meetings of the board shall be open to the public. No speaking turns or voting rights shall be granted to members of the public unless they have been approved by the board as a guest. If the board moves *in-camera* at any time, members of the public may be asked to leave for the portion of the meeting that is *in-camera*.

## **Reporting**

As per the University of Alberta Students' Union Bylaw 6200, all minutes of the board, once approved at the subsequent board meeting, shall be available for all Society members on The Landing's website.

## **Statement of Equity**

The Landing strives to provide a fair, open, and supportive environment, and is committed to ensuring its policies, practices, and systems are free of barriers. The Landing emphasizes diversity, carries an anti-oppressive lens, and ensures the dignity and respect of all individuals through equal access.

Through our policies and practices, The Landing works to eliminate barriers to employment for people who face structural oppression and discrimination, including but not limited to FNMI people, people with disabilities, racialized people, women, and gender and sexual minorities. We are committed to working on identifying and removing barriers impacting historically marginalized groups in our organization. As an organization committed to challenging oppressive structures, The Landing works to take measures to ensure that qualified candidates from marginalized groups are able to compete equally in all aspects of employment, promotion, advancement, and retention.

In accordance with Sections 3 and 11.1 of the *Alberta Human Rights Act*, The Landing commits to ensuring that no individual be discriminated against on the basis of race, religious beliefs, colour, gender identity, gender expression, physical or mental disability, marital status, age, ancestry or place of origin, family status, or source of income. The Landing recognizes and accepts its responsibility to comply with the requirements of the Act in its consideration of students for admission, promotion, and involvement with our organization.

Ratified December 13, 2016