



## **Chairs and Academic Directors Assembly Charter**

**Name of Committee:** Chairs and Academic Directors Assembly (CADA)

**Committee Sponsor:** Provost and Vice-President, Academic

**Purpose:**

Chairs and Academic Directors meet to address institutional policy, processes, and issues relevant to their work as academic leaders. The Assembly provides feedback and recommendations through appropriate channels. Support, professional development, and continuous improvement are key pillars.

**Authority:**

The Assembly serves as a venue for information exchange, consultation with various MRU partners, and discussions among Assembly members.

**Membership:**

All Chairs, Academic Directors, and the Assembly Support Program Coordinator.

**Expected Activities:**

The Assembly will:

- Explore issues that intersect with Chair and Academic Director roles and responsibilities;
- Liaise with the Provost's Office on relevant issues, including sharing meeting agendas, invited speaker lists, and providing regular updates on Assembly activities;
- Provide recommendations on Mount Royal policies and procedures as appropriate;
- Elect a Speaker and Deputy-Speaker for one-year terms, typically staggered to ensure continuity; and,
- Review the Assembly charter on an annual basis.

**Procedures:**

Through consensus decision-making, a draft agenda will be prepared by the Speaker, the Deputy Speaker, and the Assembly Support Program Coordinator, after which all Assembly members will be invited to contribute, and suggest edits and deletions. Assembly meetings will be scheduled every month between August and May, typically on the last Monday of each month. Individuals shadowing chairs and academic directors will be invited to all Assembly meetings.

**Resources:**

Support for the Assembly will be provided by the Office of the Provost and Vice-President Academic in the form of a budget that offsets a contract for an Assembly administrative assistant and a modest hospitality budget.

**Timeline:**

The activities of the Assembly are ongoing. Monthly meetings are scheduled in ways to ensure attendance by all. Calls for nominations and an online election shall occur no later than the three weeks preceding the last meeting of the year.

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**Charter Revisions**

Assembly Charter Approved at Chairs' Meeting on March 29, 2010;  
Revised August 17, 2016;  
Revised May 29, 2017;  
Revised November 29, 2021;  
Revised November 27, 2023  
Revised March 25, 2024