



General Guidelines

Guest Speakers

Guest speakers from outside the university will be invited by the Chair to speak to the Board for 15 minutes per Board meeting and maybe invited to other Board events as determined by the Chair. The speakers will bring an outside perspective on the issues being considered and discussed by the Board or in higher education.

Guest speakers will be formally invited by the University Secretary on behalf of the Chair of the Board.

Guest speakers will not be paid honourarium but may have a donation made to the University in their name. Guest may be reimbursed expenses for travel as appropriate under University policy.

Guest speakers will provide any slides to be presented to the Board to the University Secretary at least one week in advance of meeting.

Executive Committee Membership

In order to support the committee chair transition process the community-at-large members who are the Chairs and the Vice-Chairs of the standing committees as well as the Chair of the Board, the Vice-Chair of the Board and the President and Vice-Chancellor will be members of the Executive Committee.

Official Spokesperson

The Chair serves as the official spokesperson for the Board of Governors as per the Bylaws. All communication requests are to be vetted through the Chair, University Secretary and President and Vice-Chancellor. In the event the Chair is unavailable, the Vice-Chair may serve as spokesperson with the approval of the University Secretary and/or the President and Vice-Chancellor. Members who express a view about Carleton-related issues or news must comply with the Code of Conduct, state clearly that they are speaking in a personal capacity and recognize the Board's decision.

Communications between the Board members and employees of Carleton

Any communication between Board members and employees of the University related the business or operations of the Board of Governors should not be done without the knowledge of the President and Vice-Chancellor and/or the University Secretary.

Social Media

The Chair of the Board will have a Twitter account @CU_BoardChair. The account will promote board business/activities and retweet official Carleton University content and positive accomplishments of the University and its students, faculty and staff. If referring Carleton on social media members must comply with the Code of Conduct, state clearly that they are speaking in a personal capacity and recognize the Board's decision.

Events and Meetings

Except for the Board retreat, any events or meetings of the Board should try to be restricted to weekdays and evenings should be avoided where possible.