
Terms of Reference (University-wide Budget Management Committee)

Vice-President (Finance & Corporate Services)

Guideline

1.0 Purpose

- 1.1 All University of New Brunswick faculties and departments are currently classified as one of Fredericton Campus, Saint John Campus, or “corporate service” units.
- 1.2 In accordance with this organizational structure, the University’s annual planning and budgeting framework provides for the establishment of three separate budget committees to assist with the annual budget process on both campuses. The Vice-President Fredericton is responsible for any administration of the Budget Management Committee for the Fredericton Campus. The Vice-President (Saint John) is responsible for any administration of the Budget Management Committee for the Saint John Campus. The President is responsible for the administration of the University-wide Budget Management Committee (“UWBMC”).

2.0 Applicability

- 2.1 University-wide
- 2.2 This document outlines the Terms of Reference and membership of the University-wide Budget Management Committee.

3.0 Definitions

- 3.1 Corporate service units are University-wide units that provide services both campuses and are generally under the accountability of the Vice-President (Finance & Corporate Services), Vice-President (Research), the President or the Vice-President (Advancement).

4.0 Implementation

- 4.1 OBJECTIVE of the UWBMC
 - 4.1.1 To ensure that the resources of the University are aligned with the institutional mission and campus priorities.
 - 4.1.2 To facilitate informed decision-making by the University’s Board of Governors with respect to the optimal strategic allocation of the University’s resources.
 - 4.1.3 To provide advice to the University Management Committee with respect to annual operating, capital and residence system budget allocations based on the academic/operating plans and priorities for both campus and corporate service units.
- 4.2 MANDATE of the UWBMC:
 - 4.2.1 To review the current year and multi-year financial outlook and University-wide budget parameters.

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- 4.2.2 To recommend University-wide parameters.
- 4.2.3 To approve and oversee the budget processes of the Fredericton Campus and Saint John Campus.
- 4.2.4 To ensure plans and operational/capital budgets of corporate services units comply with the corporate policies, planning guidelines and principles of the University of New Brunswick.
- 4.2.5 To receive and review the plans and operational/capital budgets of corporate service units.
- 4.2.6 To review inter-campus budget allocation matters.
- 4.2.7 To review the draft consolidated budget for the University as well as related budget policies and principles, prior to submission to the Finance Committee and Board of Governors for approval.
- 4.3 Membership:
 - 4.3.1 Appointments to the UWPMC are made by the President, or his delegate, on an annual basis. The President shall chair the committee. The Vice-President (Finance & Corporate Services) will service as Vice-Chair and provide such administrative support as required to ensure the efficient and effective functioning of the committee. Other members shall be:
 - Vice-President Fredericton
 - Vice-President (Saint John)
 - Vice-President (Research)
 - Vice-President (Advancement)
 - Associate Vice-President (Research) and Dean of School of Graduate Studies
 - Comptroller
 - Assistant Vice-President (Finance & Administration), UNBSJ
 - One Faculty representative from the Fredericton Campus nominated by the Vice-President (Fredericton) from Dean's Council.
 - One Faculty representative from the Saint John Campus nominated by the Vice-President (Saint John)
 - One staff representative from the Fredericton Campus to be nominated by the Directors + group
 - One Faculty representative from the Fredericton Campus nominated by the Senate (Fredericton)
 - One staff representative from the Saint John Campus nominated by the Vice-President (Saint John)
 - One graduate student nominated by the GSA representing graduate students on both campuses.

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- One undergraduate student representative nominated by the Fredericton Student Union.
 - One undergraduate student representative appointed by the Saint John SRC.
 - Assistant Vice-President (Resource Planning & Budgeting) as (ex-officio) member.

5.0 Interpretation and Questions

- 5.1 The Vice-President (Finance & Corporate Services) office is located in Room 112 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to budgethelp@unb.ca.