



**SOUTH ASIAN  
STUDIES INSTITUTE**  
University of the Fraser Valley

**33844 King Road, Abbotsford, BC  
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[www.ufv.ca/sasi](http://www.ufv.ca/sasi)

### **Terms of Reference**

The role of the SACAC is to provide general advice to the University on the ongoing activities of the South Asian Studies Institute (SASI), the Canada-India Studies Program, and the work of the BC Regional Innovation Chair on Canada-India Business and Economic Development.

#### **1. Appointment to the Committee:**

The UFV President will appoint members to the South Asian Community Advisory Committee (SACAC).

#### **2. Membership:**

Membership on the SACAC will consist of

- Voting members:
- Associate Vice President of Research, Engagement, and Graduate Studies,
- Director of the SASI,
- B.C. Regional Innovation Chair,
- one faculty member,
- one student
- ten to twelve community members

#### **3. Nominations for members:**

Nomination and continuation of membership:

- a) Each spring, prior to the SACAC first meeting in September, there will be a call for members where a term is expiring or where a vacancy exists. The Director of the SASI, members of UFV, and members of the community may suggest nominations. Member nominations are vetted through the Director of the SASI, the AVP, Research, Engagement, and Graduate Studies and the President of UFV. Potential members should have an expressed interest in

the work of the SASI, and support the development and strategic goals of the SASI.

- b) To ensure continuity individual appointments to the SACAC shall normally be for a two-year term (renewable for one more two year term).
- c) Resignations from the SACAC shall be made in writing to the President of UFV.

#### **4. Chair and Vice-Chair**

Appointment of the Chair and Vice-Chair will be conducted through an election/ selection process at a meeting of the SACAC.

- a. The term of the Chair will be two years, with the option of a renewal of a second term.
- b. The term of the Vice-Chair will be two years, with the option of a renewal for a second term.
- c. The terms of the Chair and Vice-Chair may be staggered.

#### **5. Meetings**

- a) The SACAC will meet at least three times each year upon the call of the Chair.
- b) A call for Agenda items will be made two weeks prior to the meeting date.
- c) The Agenda will be circulated 3 working days in advance of the meeting.

#### **6. Proceedings**

- a) Members may form subcommittees to address and explore specific topics. Such subcommittees would be formed at a meeting of the SACAC.
- b) A summary record of the proceedings and recommendations of the SACAC will be produced (e.g. minutes) and circulated by the Coordinator of the Centre to all members.