

# GOVERNANCE: DESIGNEES AND ALTERNATES



Individuals who serve on councils and project teams are assigned or appointed based on a specific college perspective or role (ex-officio) that is considered beneficial to inform the work of the group. These perspectives or roles are delineated in the ARC Governance Framework, council charters, and project charters.

In certain situations, a designee or alternate may be assigned in lieu of the primary individual. Designees and alternates must be identified in advance so that they can be recorded on the roster of the appropriate council or project team. They are not considered to be temporary substitutes, but rather are providing a permanent replacement of a limited duration.

**Designees:** If the framework or charter lists an ex-officio role followed by “or designee”, the individual serving in the ex-officio role may, at their discretion, appoint someone to serve on their behalf for a specified term.

Designees are expected to:

- hold expertise similar to that of the person in the ex-officio role related to the chartered charge of the council or project (likely to have a direct reporting or similar relationship)
- participate in the same capacity as any other member
- remain informed of meeting materials provided through IGOR and Basecamp
- attend all meetings of the council or project

**Alternates:** On rare occasions, it may be appropriate to identify an alternate if a member is unable to serve for a limited amount of time. For example, an alternate might be designated if a person is appointed to a 3-year council term, but needs to take leave for a semester. Alternates should only be used under very limited circumstances when there is a compelling reason to exercise this option.

Alternates are expected to:

- hold a perspective similar to the person who they are replacing
- be approved by the appropriate constituency if a representative appointment is involved
- participate in the same capacity as any other member for the duration of the alternate arrangement
- remain informed of meeting materials provided through IGOR and Basecamp
- attend specified meetings of the council or project based on the alternate arrangement

**Replacement:** In the event that a member becomes permanently unable to serve, the individual should be removed from the roster and a replacement should be sought through appropriate channels.

**Invited Guests:** If necessary, an invited guest may provide information on behalf of a member who is temporarily absent. This method can be arranged in advance with the council chair/co-chair or project lead/co-lead. The guest would not assume any membership responsibilities. Invited guests are listed in the meeting agenda and/or notes.