

The Office of the University Secretary

It is standard practice at most Canadian universities to have a university secretariat responsible for providing staff support for the governance of the institution. In particular, the university secretariat serves the Board and Senate, their respective committees, and provides broad policy support and direction to senior management, Senate and Board.

Under the University Act of British Columbia, the responsibilities of university secretary are assigned to the university registrar. Section 64 of the Act states:

- (1) There must be a registrar, who must keep the records and perform the duties that the board or senate may require.
- (2) The registrar is the secretary of convocation, the senate and of each of the faculties, but has no right to vote as such.

In keeping with the duties outlined in the University Act and with the intent of strengthening governance at the UNBC, President's Executive Council has decided to create the position of University Secretary and to assign the duties of University Secretary to John DeGrace, the Registrar, whose formal title will become University Secretary and Registrar. John, as Registrar, is currently exercising many of the functions associated with the new position.

The University Secretary & Registrar will report to the President and will supervise two Executive Assistants. Among the duties assigned to the University Secretary & Registrar and the two EAs will be staff support for Convocation, the Chancellor of the University, the Board of Governors and its committees, the Senate and its committees, other committees, both standing and *ad hoc*, that relate to Convocation, the Senate and the Board.

Responsibility for the day-to-day operations of the Registrar's Office will become the responsibilities of the Administrative Registrar, who will report to the Vice-President (Academic) and Provost. These duties are consistent with those currently exercised by the Deputy Registrar, Kathy Kielly

The appointment of John DeGrace as University Secretary & Registrar will take effect on Tuesday, June 1. The University Secretary and the Administrative Registrar will develop a smooth transition plan for the Office of the Registrar such that the operational changes will be completed not later than September 1st.