

Board Executive Committee Terms of Reference

Approved October 1, 2021 | Resolution #030/21 C02

1. Purpose

The Executive Committee is a standing committee of the Board of Governors whose function primarily consists of the duties and responsibilities set out below.

2. Duties and Responsibilities

The Committee has the responsibility to:

- A. Exercise authority as delegated by the Board on particular matters.
- B. Serve as a resource for the Chair and the President to deal expeditiously on those matters that it is necessary to act on between regularly scheduled meetings of the Board.
- C. Approve, on behalf of the Board, membership of the University's bargaining team, the Collective Bargaining Principles and Priorities, and the Collective Agreement.
- D. Work with the President and Vice-Chancellor on monitoring agreed upon organizational HR matters that have been delegated to the President via Board policy.
- E. Plan and coordinate the presidential search process, including approving the community consultation plan, approving the Terms of Reference and composition of the search committee, approving the President's role profile, and the selection of the search firm.
- F. Plan and coordinate the presidential reappointment process.
- G. Set goals and objectives for the President for the next year and resolve compensation issues.
- H. Conduct the performance review of the President on an annual basis as expressed in Board Bylaw BGB-110.18 Presidential Performance Evaluation.
- I. In consultation with the President, and on matters not delegated to the President, support effective government relations and ongoing interaction and liaison between the Board and the responsible Minister.
- J. Identify qualified candidates who may be appointed to the Board and inform potential candidates of the responsibilities of Board members. The Committee makes recommendations on nominees for Board membership to the responsible Provincial Government Ministry and delivers reports on these activities to the Board of Governors.

3. Accountability

The Committee shall report its decisions to the Board by maintaining minutes of its meetings and reporting its actions and decisions to the next meeting of the Board. When it

is appropriate, there should be ratification of actions taken and/or a special meeting convened.

4. Membership

The Committee consists of the Officers of the Board and Chairs of the standing committees, and at the discretion of the Board Chair, a member at large. The President is an ex-officio member of the Committee and votes on all matters except for those related to performance evaluation and reappointment.

Administrative support shall be provided by the Secretariat office as required.

4. Committee Operations

The Committee shall conduct themselves under the General Guidelines for Committees as set out in Board Bylaw BGB-110.15 Committees of the Board.

Approved June 19, 2015 | Resolution #024/15
Reviewed March 2, 2017; no changes recommended
Approved March 1, 2018 | Resolution #017/18
Approved May 17, 2018 | Resolution #033/18
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