

APPENDIX A: THE EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Duties and Responsibilities

- a) To develop the agenda for meetings of the Board of Governors.
- b) To initiate, investigate, and make recommendations to the Board on agenda matters.
- c) To provide advice and support to the Chair and President.
- d) To recommend to the Board the annual performance objectives for the President and to review progress as required.
- e) To develop and recommend to the Board the terms and conditions of employment of the President.
- f) To exercise all the powers of the Board in the management of the affairs of the University during the intervals between meetings of the Board or when it is not possible or reasonable to call a meeting of the Board, subject to any directions the Board may impose from time to time. All actions of the Executive Committee shall be reported to the Board at its next meeting.
- g) To review and recommend to the Board a long-range campus development plan/strategy prepared by administration and updated annually.
- h) To address such other matters as may be referred by the Board from time to time.

Composition

- a) Chair
- b) Vice-Chair, who shall chair the committee
- c) Past-Chair – non-voting member
- d) President
- e) Two external members of the Board
- f) One of either the Senate fulltime faculty member or the teaching staff member on the Board
- g) One staff representative on the Board – voting

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