

## Board Executive Committee Terms of Reference

---

### 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. 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.
- E. Set goals and objectives for the President for the next year and resolve compensation issues.
- F. Review the performance of the President on an annual basis with input from all Board members, and provide a summary report to the Board with regard to the President's performance review.
- G. Ensure effective government relations and ongoing interaction and liaison between the Board and the responsible Minister.

### 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 a minimum of three, maximum of four members, including the Board Chair, Board First Vice-Chair, Board Second Vice-Chair, and, at the discretion of the Chair, a fourth member from the Order-In-Council appointed members.

Administrative support shall be provided by the University Secretary, 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.