



Policy:	G-1.7
Approved By:	Board of Governors
Approval Date:	December 13, 2004
Amendment Date:	December 4, 2006 June 8, 2009
Policy Holder:	President

BOARD EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Terms of Reference

The Executive Committee is to deal with matters relating to the board's role as an employer, with student appeals, and with emergency situations. The Executive Committee will also receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board.

Specific Roles

The Executive Committee will make recommendations to the Board on the following:

1. The employment of the President including:
 - a) the selection process;
 - b) the President's contract;
 - c) the President's goals; and
 - d) the performance review of the President.
2. The compensation framework and terms of employment for the Exempt group.
3. Bargaining and ratification of collective agreements.
4. Student appeals of suspension from the College and the development of a process for student appeals that under the College and Institute Act must be heard by the Board.
5. Board policy and joint Board/Education Council policy.

The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will subsequently report to the Board on its actions.

Membership

The Committee consists of the Board Chair, the Vice-Chair, the past Chair, and the Chairs of the Standing Committees of Finance and Audit. Other members of the Board may be added, as

needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair.

Committee Operation

1. The Committee will meet as required, at least annually, at the call of the Board Chair and on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet by telephone or by such other means as may be determined by the Committee.
2. The Executive Assistant to the Board (or designate) will provide the administrative support to this Committee.
3. A quorum for the Committee will be three.

Legislative Reference

College & Institute Act, Section 59 (5)

Link to Related Policy

[G-1.3 Board Decision Making](#)