

POLICY TITLE	Board Executive Committee Terms of Reference
POLICY NUMBER	G-1.7
APPROVAL DATE	December 13, 2004
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 15, 2023
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Chair
SUPPORTING DOCUMENTS	<ul style="list-style-type: none"> <li>• <a href="#">G-1.7.1 Appeal of Suspension from College Process</a></li> <li>• <a href="#">G-1.7.2 Termination of the President's Contract</a></li> </ul>

## BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE

### TERMS OF REFERENCE

The Executive Committee deals with matters relating to the Board's role as an employer, student appeals of suspension by the President, and 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. The Executive Committee of the Board will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final.

### SPECIFIC ROLES

The Executive Committee is responsible for:

1. Organizing the annual Board orientation and providing training on governance roles and responsibilities.
2. With the exception of the President, participating on the Student Appeal of Suspension Committee.
3. Seeking and receiving advice from Education Council in accordance with s. 23 of the *College and Institute Act*
4. Making recommendations to the Board on:
  - a) The employment of the President, including the selection process; the President's contract; the President's goals; and the performance review of the President.
  - b) The compensation framework and terms of employment for the exempt staff;
  - c) Bargaining and ratification of collective agreements;

- d) With the exception of Board governance policies, Board policy and joint Board/Education Policy
5. Approves the Board agenda.

## **MEMBERSHIP**

The Committee consists of the Board Chair, the Vice-Chair, the past Chair (who is a continuing Board member), and the Chairs of the Finance and Audit Standing Committees. The President will be a non-voting member of the Committee. 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. Only Board members appointed under s. 9(1)(a) of the *College and Institute Act* are eligible to be members of the Executive Committee.

## **COMMITTEE OPERATION**

1. The Committee will meet prior to Board meetings and at the call of the Board Chair, on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet remotely or in person, or by such other means as may be determined by the Committee.
2. The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will report to the Board on its actions.
3. Administrative support will be provided by the Executive Assistant to the Board.
4. A quorum for the Committee will be a majority of the voting members holding office.

## **RELATED LEGISLATED REFERENCES**

- [College & Institute Act, Section 59 \(5\)](#)

## **LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES**

- [G-1.7.1 Appeal of Suspension from College Process](#)
- [G-1.7.2 Termination of the President's Contract](#)
- [G-1.3 Board Operations By-Law](#)