

ALGONQUIN COLLEGE BOARD OF GOVERNORS EXECUTIVE COMMITTEE TERMS OF REFERENCE

The Executive Committee is a standing committee of the Board of Governors established to assist the governors in carrying on the affairs of the College (Article 17 of Bylaw 1).

Responsibilities

The Executive Committee is empowered to:

1. Act on all matters that may properly be referred to it by the Board;
2. Act on behalf of the Board during the summer as well as on other occasions when a decision is required and it is not convenient to assemble the full Board, for example, during the Holiday break, or when it is not possible to achieve the requisite quorum of ten Governors. When the Executive Committee acts on behalf of the Board due to lack of quorum, this meeting will be held in an Open Session for items which would normally be discussed by the Board in an Open Session, and the minutes of the meeting will be published the same way as the Board minutes. All decisions made on behalf of the Board shall be presented to the Board for ratification at the first Board meeting following the Executive Committee meeting;
3. Advise the President on matters of urgency;
4. Conduct the President's annual performance and compensation review; and,
5. Negotiate and ratify all contractual arrangements for the employment of the President, and to approve, from time to time, any amendments to the President's contract or additional contracts as deemed to be in the best interests of the College.

Membership

In accordance with Bylaw 1, the Committee will comprise:

1. Board Chair
2. Vice-Chair
3. Chair of the Audit and Risk Management Committee
4. Chair of the Governance Committee
5. Chair of the Academic and Student Affairs Committee
6. President (ex officio)

Vacancy

In the event of any such offices being vacant, one other external governor will be appointed by the Board to fill such vacancy.

Meetings

1. Meetings will be held in camera (with the exception of when the Executive Committee is acting on behalf of the Board during a regular meeting of the Board due to lack of quorum).
2. Minutes of the Executive Committee will be sent only to the Executive Committee members unless the Executive Committee is acting on behalf of the Board due to a lack of quorum).
3. The Chair will present a summary of the Executive Committee decisions at the subsequent Board meeting.

First approved by the Board of Governors: April 14, 2014

Reviewed by Governance Committee: January 25, 2015

Revised Terms of Reference approved: March 14, 2016