

Policy Name:	TERMS OF REFERENCE - EXECUTIVE COMMITTEE	 <p>coast mountain college</p>
Approved By:	Presidents Council & Board of Governors	
Approval Date:	December 7, 2012	
Amendment Date:	N/A	
Policy Holder:	Board of Governors	
Policy Number:	GP-8.1	
Category:	Governance Process	

TERMS OF REFERENCE - EXECUTIVE COMMITTEE

1.00 POLICY STATEMENTS

- 1.01 The Executive Committee is responsible for developing and approving proposed agendas for Board of Governors' meetings.
- 1.02 The Committee will address matters that require immediate attention, in the event of an emergency between Board meetings.
- 1.03 The Committee will make decisions on behalf of the Board in specific matters delegated to it by the Board of Governors.
- 1.04 The Committee will act as a nominating committee in order to fill Board vacancies.

2.00 AUTHORITY

The Executive Committee will:

- 2.01 Report any action taken to the Board of Governors.
- 2.02 Review the skills and experience required on the Board.
- 2.03 Ensure appropriate Board orientation and ongoing professional development.
- 2.04 Oversee the recruitment, appraisal and compensation of the President & CEO.
- 2.05 Review and make recommendations concerning matters not assigned to other committees in keeping with Board Policies.

3.00 MEMBERSHIP

3.01 The membership shall be comprised of the following Board members:

- Chair
- Vice-Chair
- Finance Committee Chair
- One community Board member elected on an annual basis
- The President as Ex-officio (non-voting)

3.02 The Board Chair will be the Executive Committee Chair.

4.00 QUORUM

The majority of the members of the Committee will constitute quorum.

5.00 MEETINGS

The Committee will meet prior to each Board meeting. Additional meetings will be arranged as needed.

6.00 REPORT TO THE BOARD OF GOVERNORS

6.01 The Executive Committee Chair shall provide oral or written reports of its proceedings to the Board of Governors at the next Board meeting.

6.02 The Executive Committee documents including minutes and supporting schedules will be submitted to Board Members as part of the Board Meeting Packets.