



King's University College Executive Committee Terms of Reference

Authority:

The Board Executive Committee (the “Committee”) is created by and responsible to the Board of Directors (the “Board”) of King’s University College (the “College”).

The Committee shall function in accordance with the Board’s General Committee Terms of Reference.

Membership:

The Executive Committee shall be comprised of the Officers of the Board

- The Chairperson of the Board of Directors
- The Vice-Chairperson of the Board of Directors
- The Principal of King’s University College
- The Treasurer
- The Secretary (non-voting)

And the following:

- The Past Chairperson (non-voting)

Chairing:

The Chair of the Board of Directors will act as Chair of the Committee. The Chair will approve all agenda items and will be responsible for reports of meetings to the Board of Directors.

Frequency of Meetings:

The Committee shall meet at least once each fiscal year. Additional meetings and joint meetings with other standing committees of the Board may be requested by the Chair of Board as required.

Purpose:

The Committee shall be the senior committee of the Board and will coordinate the work of other committees of the Board to advise the Board generally or to make recommendations on matters not in the purview or beyond the scope of the standing committees. The Committee may be authorized to act on behalf of the Board in emergency situations or where timeliness dictates.

Specifically:

1. The Committee may examine any aspect of the affairs of the Board and the College and make recommendations to the Board as

appropriate. It may direct another committee of the Board to examine and report upon any aspect of the affairs of the Board and the College which falls within that committee's purview.

2. When so delegated by the Board, the Committee may act with the full authority and powers of the Board within parameters set by the Board . The Committee shall report action taken under such circumstances to the Board at the next full meeting of the Board.

Record of Meetings

Minutes of the meetings will be maintained and approved at the next meeting of the Committee. Minutes will reside in the Principal's office in hard copy once approved by the Committee.

Quorum:

A majority of Committee members, including at least one Voting Director of the Board, shall constitute a quorum. Formal votes will be taken by the Committee as required but in general terms the Committee will operate on a consensus basis as outlined in the Board's General Terms of Reference.

Original	Reviewed	Revised	Approved
September 2015	November 2017		November 2017