

Executive Committee Terms of Reference



Okanagan College Board of Governors

May 2023

A. PURPOSE

The purpose of the Executive Committee (the "Committee") is to review and advance the work of the Board of Governors (the "Board") and the Board's committees. In doing so, the Committee will act on behalf of and with the full authority of the Board on matters that require immediate attention.

B. MEMBERSHIP

The membership of the Committee shall include:

- Board Chair who shall serve as chair of the Committee
- Board Vice-Chair
- President (*ex-officio*)
- Chair, Finance, Audit, and Risk Committee
- Chair, Human Resource and Compensation Committee

C. OKANAGAN COLLEGE RESOURCE STAFF

The Committee is supported by the Governance and Privacy Coordinator.

D. MEETINGS

The Committee shall meet at least four (4) times each year. Additional meetings may be held as deemed necessary by the Board Chair.

E. VOTING AT COMMITTEE MEETINGS

Each member of the Committee has one vote on the Committee.

F. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will perform the following:

- Recommend to the Board for approval an annual schedule of Board meetings.
- Approve agendas for Board meetings.
- As necessary, address and report to the Board on matters not assigned to other Board committees.

- Act on behalf of the Board in situations that require immediate action or attention, and where it is not possible to convene the whole Board. The Committee Chair will report on such actions to the next Closed meeting of the Board.
- Act as a consultative body to the President.

G. ACCOUNTABILITY

The Executive Committee will report its discussions to the Closed meetings of the Board by maintaining minutes of its meetings and providing a verbal report at the next Closed meeting of the Board.

H. REVIEW

The Terms of Reference for the Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Board for approval.

I. REVIEW HISTORY

Date	Review
2023-05-23	Revision approved by Okanagan College Board of Governors
2022-05-24	Revision approved by Okanagan College Board of Governors
2016-11-29	Revision approved by Okanagan College Board of Governors
2008-02-15	Revision approved by Okanagan College Board of Governors
2007-03-27	Approved by the Okanagan College Board of Governors