



POLICY 8.09

TERMS OF REFERENCE

Executive Committee

POLICY INTENT

This policy defines the roles and responsibilities of the executive committee.

POLICY RESPONSIBILITY

Council

POLICY

Role

8.09.01 The executive committee is a standing committee formed by council that facilitates the shared responsibility of the executive councillors and executive director regarding AUSU governance and operations.

Authority

8.09.02 The executive committee is an extension of council and holds the authority to exercise powers as outlined in AUSU bylaws, polices, and other motions of council.

Objectives

8.09.03 Oversee the implementation of the AUSU strategic plan.

8.09.04 Consult with the executive director regarding the organizational performance and day to day operations of AUSU.

8.09.05 Ensure that all actions of AUSU and executives complies with AUSU bylaws and policy.

8.09.06 Ensure policy revisions reflect the current work and strategic direction of AUSU.

8.09.07 Oversee internal and external advocacy efforts.

8.09.08 Maintain positive relationships and regular interactions with AUSU stakeholders.

8.09.09 Ensure adequate and knowledgeable representation on AU committees including the Board of Governors, General Faculties Council, various sub committees, and Ad Hoc Committees.

Responsibilities

8.09.10 The executive committee is accountable for group and individual executive responsibilities as outlined in AUSU Bylaws and Policy 2.03.

8.09.11 The executive committee is responsible for tasks related to council governance, administration, human resources, and financial management as outlined in the AUSU policy manual.

8.09.12 The executive committee is responsible for action on other matters at the direction of council.

8.09.13 The executive committee is responsible for proper reporting to council, so that council is aware of the executive committee's work and other matters affecting AU and AUSU.

Membership

8.09.14 The executive committee shall be comprised of the following:

- a) the president
- b) the vice president external and student affairs,
- c) the vice president finance and administration, and
- d) the executive director, ex-officio, non-voting.

8.09.15 The president shall serve as chair.

8.09.16 The VPFA shall oversee minutes and reporting.

8.09.17 Membership for this committee is restricted to the executive positions and vacancies shall be filled once the vacant executive position is filled and will not follow the process noted in Policy 2.11.

8.09.18 Minimum voting membership is two voting members.

8.09.19 If the committee does not have the minimum voting members, all motions must be voted on by council.

Meetings

8.09.20 The committee shall meet weekly.

8.09.21 AUSU operations, schedules and executive commitments may require additional or fewer meetings as determined by the committee.

Reporting

- 8.09.22 The VPFA shall maintain a written report of the committee activities in the council folder of the drive. This report is an internal report that will be circulated monthly to council along with the council package.
- 8.09.23 Each report shall include the following:
- a) date, agenda, attendance and notes of each executive meeting,
 - b) summary of motions made by the executive,
 - c) summary of Policies currently under review,
 - d) summary of action items, and
 - e) summary of agenda items for other committees.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 2.03
Policy 2.11
AUSU Bylaws

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

Original Approval Date: May 10th, 2018

Last Review Date: May 20th, 2020

Review by Date: May 2022