



POLICY 8.09
TERMS OF REFERENCE
Executive Committee

POLICY INTENT

This policy defines the roles and responsibilities of the Executive Committee.

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

The Executive Committee shall:

- 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 Executive Councillors comply 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 Responsibilities of Executive Councillors.
- 8.09.11 The Executive Committee is responsible for tasks related to council governance, administration, human resources, and financial management as outlined in AUSU policies.
- 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;
 - c. the Vice president Finance and Administration,
 - d. the Vice president Community and Wellness and
 - e. 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 Councillor and Executive Director positions and vacancies shall be filled once the vacant position is filled and does not follow the process noted in Policy 2.11.
- 8.09.18 Minimum voting membership is a majority of the voting members with no less than two (2) voting members being required.
- 8.09.19 If the Executive Committee does not have the minimum voting members, all motions must be voted on by Council.

Meetings

- 8.09.20 The Executive Committee shall meet weekly.
- 8.09.21 AUSU operations, schedules and executive commitments may require additional or fewer meetings as determined by the Executive Committee.

Reporting

- 8.09.22 The VPFA shall maintain a written report of the committee activities accessible to Council. 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 Committee meeting,
 - b. summary of motions made by the Executive Committee,
 - 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 Responsibilities of Executive Councillors

Policy 2.11 Committee Governance

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date: May 10, 2018

Last Review Date: May 19, 2022

Review by Date: May 2024