



## **BOARD OF GOVERNORS Executive Committee**

### **Terms of Reference**

#### **Mandate**

The mandate of the Executive Committee is to act on behalf of the Board of Governors, primarily to fulfill the statutory requirements to exercise the powers of the Board in time sensitive matters.

The Committee has delegated authority to exercise the powers of the Board on time sensitive matters, and has the authority to retain the services of professional advisors appropriate to fulfilling its responsibilities.

#### **Composition**

The Executive Committee shall be composed of the Chair of the Board, the Vice-Chair, the University President, the Chair of the University Senate, the Dalhousie Student Union President and the Chairs of the Board's standing Committees, together with any additional members as needed from time to time.

#### **Duties and Responsibilities**

The Committee will meet at the request of the Board Chair or the President to consult on and exercise executive powers of the Board in time sensitive matters, where in the view of the Board Chair the convening of a special meeting of the Board is not practical.

All decisions made by the Committee on behalf of the Board shall be reported to the Board at its next meeting, in camera if applicable.

#### **Governance**

The Executive Committee shall meet as required.

One-half of the members of the Committee shall constitute a quorum.

The University Secretary will provide administrative support to this Committee. The University Secretary will serve as a resource person and recording secretary to the Committee.

The records of the Committee's decisions shall be maintained by the University Secretary in the form of supporting documents related to those decisions and/or minutes of meetings as appropriate.

This is a standing committee of the Board of Governors.

Approved by the Board of Governors – November 22, 2016  
Amended: February 14, 2017