



## **Executive Governance Committee: Terms of Reference**

*June 2024*

*Next review: June 2026*

### **Purpose**

The purpose of the Executive Governance Committee (Executive Committee) is to:

- provide strategic leadership for the College,
- lead development and implementation of the strategic planning process, and
- oversee the annual business planning process.

The Executive Committee provides strategic leadership and support to the CEO. Outcomes from the Executive Committee include strategic direction and oversight on good governance and planning.

### **Membership**

- Membership consists of the Board Chair, Past-Chair, Vice-Chair and the chair of the Finance Governance Committee.
- The Board Chair acts as Chair of the Executive Committee.
- The CEO is a non-voting member of the Executive Committee and other staff will participate when required.

### **Meetings**

- Virtual meetings will occur prior to a Board Meeting at the request of any member of the Executive Committee.
- Two (2) to four (4) in-person meetings will occur as needed—where possible, prior to Board meetings.
- Meetings may also occur at the request of a committee member.

### **Duties and Responsibilities**

It is expected that Executive Committee members will make every effort to attend meetings and meet their responsibilities to prepare for meetings.

All information and materials developed by the Executive Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists, unless a formal decision has been made to communicate to external parties or organizations.

### **Resources and Budget**

The Executive Committee will operate within the budget allocated by the Board of the College of Applied Biologists. Should unforeseen expenses occur, the Executive Chair will seek authority to overextend the budget from the College Board.



### **Deliverables**

- Timely completion of the Strategic Plan.
- Support of the development of the annual Business Plan.
- Special Projects as determined through the annual Business Plan.
- Reports to the College Board as required.