

EXECUTIVE COMMITTEE

Terms of Reference and Mandate

Committee Type: Statutory

Terms of Reference

1. Board shall elect annually the members of the Executive Committee at the first Board meeting of the year in accordance with the by-laws.
2. The Executive Committee shall be composed of five persons of whom three members of the Board are members of the College; and two members of the Board who have been appointed to the Board by the Lieutenant Governor in Board.
3. The election shall be conducted in the following order: Chair; Vice-Chair; and the remaining three positions in no particular order.
4. The Chair and the Vice-Chair of the Board shall be ex-officio members of the Executive Committee.
5. The Chair shall be chair of the Board and the Chair of the Executive Committee and the Vice-Chair shall also be the Vice-Chair of the Board and the Vice-Chair of the Executive Committee.

Mandate

The Executive Committee has:

1. Between the meetings of the Board, all the powers of the Board with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law.

The Executive Committee shall:

1. Perform such functions as assigned to it under the Health Professions Procedural Code, by-laws, and policies of the College.
2. Report on its actions to Board at the next regular Board meeting should it exercise a power under section 12(1) of the Health Professions Procedural Code.
3. Determine Board agendas and ensures that appropriate information is provided to Board members in advance of Board meetings.
4. Conduct an annual performance review of the Registrar and approve the Registrar's compensation package and contract.
5. Submit an annual report to Board. The report will include information on the Committee's activities for the year.

Mandate

The Finance Committee:

1. The Executive Committee shall function as the College's Finance Committee and has the power to appoint a delegate for this purpose who, in the Committee's opinion, is experienced in the assessment of financial matters.

The Finance Committee shall:

1. Review the annual budget and ensure that funds are suitably allocated with respect to ensuring the College's financial stability.
2. Monitor financial performance in relation to the developed annual budget and provide reports to Board as required.
3. Advise Board on any emerging factors which may impact the budget and/or financial performance.
4. Assist with monitoring financial reserves and disclose significant developments to Board.
5. Review annual and interim financial reports and provide recommendations to Board on future adjustments for consideration.
6. Ensure appropriate information concerning the financial affairs of the College is effectively communicated to Board.