



Athabasca University General Faculties Council Executive Committee Terms of Reference & Membership

1. Purpose

The Executive Committee acts as the executive body of General Faculties Council (“Council”) and, in general, carries out the functions delegated to it by Council.

Executive Committee shall act on behalf of and with the full authority of Council on matters that require immediate action. Actions taken under this delegation of authority must be reported to Council at the next regular meeting of Council. The Executive Committee also oversees and advises on the governance and membership of Council. It is responsible for recommending procedures to expedite Council’s functioning, including changes to Council’s structure, rules, and committees.

2. Membership

The membership of the Executive Committee shall be:

- Chair, President
- Vice-Chair, Provost and Vice President, Academic
- Registrar

Members elected by and from Council

- Four (4) full-time academic faculty members, one (1) from each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences, and the Faculty of Science & Technology
- One (1) dean chosen by deans
- One (1) undergraduate student representative chosen by the council of the students association
- One (1) graduate student representative chosen by the council of the graduate students association
- One (1) tutor chosen by the organization representing tutors

3. Responsibilities

Without restricting the generality of its role and within its delegated authorities, the Executive Committee shall:

- 3.1 Meet as required to deal with matters delegated by Council and/or referred by another committee.
- 3.2 Deal with any matter that is within the responsibility of Council and act with the full authority of Council in situations which, in the judgment of Executive Committee, require immediate action prior to the next regular or special meeting of Council.
- 3.3 Ensure that orientation is provided for new members of Council.
- 3.4 Ensure that a self-assessment evaluating the performance of Council and its committees, including Executive Committee, is undertaken every third year, and report on the evaluation to Council.



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- 3.5 Oversee matters relating to Council rules, structure, committees, governance, and evaluation and recommend changes to Council as appropriate.
- 3.6 Appoint external members to faculty councils pursuant to section 28(4) of the *Post-Secondary Learning Act*.
- 3.7 Encourage nominations for vacancies on Council, its standing committees, and other bodies requiring representation from Council or the academic community.
- 3.8 Where the Chair of Executive Committee deems it necessary, a special meeting of the Committee shall be called to deal with urgent matters.