

# Athabasca University General Faculties Council

## Executive Committee (EXEC)

### Terms of Reference

*Approved November 08, 2011 (GFC Motion 01-03)*

*Amended July 09, 2015 (GFC Motion 27-06)*

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The *Post-Secondary Learning Act* gives the Athabasca University General Faculties Council (GFC) responsibility, subject to the authority of The Governors of Athabasca University (Board), over "academic affairs" (section 26(1)), including the ability to delegate (section 26(3)). GFC has thus established an Executive Committee and delegated certain powers to its Executive Committee.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, should be checked in any instance where formal jurisdiction needs to be determined.

Executive Committee acts as the executive body of GFC and, in general, carries out the functions delegated to it by GFC.

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

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

1. Meet as required to deal with matters delegated by GFC and/or referred by another committee.
2. Deal with any matter that is within the responsibility of GFC and act with the full authority of GFC in situations which, in the judgment of Executive Committee, require immediate action prior to the next regular or special meeting of GFC.
3. Ensure that orientation is provided for new members of GFC, and wherever possible a member of the Executive Committee shall attend the orientation meetings.
4. Ensure that a self-assessment evaluating the performance of GFC and its committees, including Executive Committee, is undertaken every second year, and report on the evaluation to GFC.
5. Oversee matters relating to GFC rules, structure, governance, and evaluation and recommend changes to GFC as appropriate.
6. Review the organization and procedures of GFC and its committees, and report with recommendations for improved effectiveness.
7. Approve the Academic Schedule and any changes to the Academic Schedule proposed after the Schedule has been approved.
8. Decide which items are placed on a GFC agenda, and the order in which those agenda items appear on each GFC agenda. When recommendations are forwarded to GFC from any committee reporting directly to GFC, the role of Executive Committee shall be to decide the order in which items should be considered by GFC. Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from all committees to GFC.

9. Examine and debate the substance of reports or recommendations from other bodies and other GFC committees and decide if an item is ready to be forwarded to GFC. Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by GFC. When Executive Committee forwards a proposal to GFC, it shall either (a) make a recommendation that GFC endorse, endorse with suggested amendments, or not endorse, or (b) forward the proposal with no comment.
10. Appoint external members to faculty councils pursuant to section 28(4) of the *Post-Secondary Learning Act*.
11. Encourage nominations for vacancies on GFC, its standing committees, and other bodies requiring representation from GFC or the academic community.
12. Recommend to GFC on any other matter deemed by Executive Committee to be within the purview of its general responsibility.
13. Biannually review the Terms of Reference for the Committee and recommend any changes to GFC.
14. Where the Chair of Executive Committee deems it necessary, a special meeting of the Committee shall be called to deal with urgent matters.