

President's Executive Council (PEC)

Terms of Reference

March 10, 2026

PEC is a management team providing advice to the President regarding matters of major significance to the successful operation of the University. The committee is tasked with decision-making responsibility on matters with multi-campus impact, including operational plans, policies, procedures and budgets.

These terms of reference, responsibilities and authority are approved by the President.

A. Composition

1. PEC members include:
 - President
 - Provost and Vice-President (Academic)
 - Vice-President (Research and Innovation)
 - Vice-President (Finance and Administration)
 - Special Advisor to the President on Indigenous Affairs
 - Deputy Provost, Grenfell and Labrador Campuses
 - Deputy Provost, Marine Institute and Executive Director (Professional and Continuing Education)
 - Deputy Provost and Dean of Graduate Studies
 - General Counsel
 - Executive Director, Board of Regents
 - Executive Director, Office of the President
 - Executive Assistant, Office of the President (Recording Secretary)
2. Members shall make every effort to attend all meetings. When on leave or in extenuating circumstances, formally designated acting representatives may attend PEC meetings on their behalf, in consultation with the President. Access to PEC materials will be made available to the designate for the leave period only.
3. PEC shall be chaired by the president. In the absence of the president, the provost and vice-president (academic) will serve as an alternate Chair.
4. In advance of a meeting, a PEC member may request employee(s) be invited by the Chair to attend to provide subject matter expertise on a specific agenda topic.

B. Responsibilities of PEC

1. Leadership, stewardship, and decision-making for pan-university operations and affairs, consistent with the Delegations of Authority Register.
2. Approval of the university operating budget under the leadership of the Provost and Vice-President (Academic) and the Vice-President (Finance & Administration).
3. Oversight for the preparation of the agenda and materials for meetings of the Board of Regents.
4. Oversight of implementation and adherence to the Policy Framework.
5. Approval of changes in administrative structure and permanent-position staff complement within delegated authority.

6. Receipt of reports and recommendations from senior university committees and councils, PEC committees and subcommittees.
7. Functional oversight of compliance and strategic alignment for Separately Incorporated Entities (SIE).

C. Meetings

1. PEC shall convene weekly to undertake its business; additional meetings will be convened if/as necessary.
2. Agendas are generated in consultation with the offices of the members of PEC and will be distributed in advance of the scheduled meeting.
3. Agenda items and associated materials will be brought forward by the member who will act as sponsor of the item.
4. Formal responsibility for coordination of materials, minutes and official records of PEC resides with the President.
5. All persons in attendance at PEC meetings shall act in compliance with the University's Conflict of Interest policy and any other applicable university policies.

D. Special/Ad hoc Committees

1. PEC shall appoint a chair of any special committee to serve for the duration of that committee's deliberations and submission of its report. PEC shall determine the composition and mandate of any special committee.
2. Terms of reference shall be established by each committee in consultation with PEC, who shall approve the finalized version and any amendments to same.