

President's Executive Committee

Terms of Reference

August 21, 2025

President's Executive Committee (PEC) is a decision-making body with responsibility for pan-university operations and affairs.

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

A. Composition

1. PEC shall consist of the university's president, vice-presidents, General Counsel, the Executive Director of the Board of Regents, and the Executive Director of the Office of the President.
2. Members shall make every effort to attend all meetings. When on leave or in extenuating circumstances, formally designated acting representatives shall attend PEC meetings on their behalf. Access to PEC materials will be made available to the designate for the VP 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 vice president may request employee(s) be invited by the Chair to attend to provide subject matter expertise on a specific agenda topic.

B. Roles and Responsibilities

Primary responsibilities of PEC include:

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 of strategic plans, directions and frameworks (or equivalent), including their inter-relationships.
4. Oversight for the preparation of the agenda and materials for meetings of the Board of Regents.
5. Oversight of implementation and adherence to the Policy Framework.
6. Approval of changes in administrative structure and permanent-position staff complement within delegated authority.
7. Receipt of reports and recommendations from senior university committees and councils, PEC committees and subcommittees.
8. Functional oversight of compliance and strategic alignment for Separately Incorporated Entities (SIE).

D. Meetings

Regular 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 vice-presidents 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.

E. Committees

Special 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.

Standing Committees

1. PEC shall appoint the members and the chair of each 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.