

# **President's Executive Council**

## **Terms of Reference**

August 18, 2023

The President's Executive Council (PEC) is the senior administrative committee of the University. It is a decision-making body with responsibility for university operations and affairs, especially for matters that cross over vice-presidential portfolios.

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

### **A. Composition of PEC:**

1. Members of PEC shall consist of the university's vice-presidents and the president.
2. Vice-presidents shall make every effort to attend all meetings. The Vice-presidents formally acting designate shall attend PEC on their behalf when on leave or in extenuating circumstances. 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 meetings or portions of meetings as necessary to provide subject matter expertise on an agenda topic when that topic is discussed.

### **B. Quorum**

A majority of members shall constitute a quorum for the transaction of business at meetings of PEC.

### **C. Roles and Responsibilities of the President's Executive Council (PEC)**

Primary responsibilities of PEC include the following:

1. Leadership in, and stewardship and decision-making of university operations and affairs.
2. Setting the overall university budget for approval by the Board of Regents following which implementation and oversight is the responsibility of PEC.
3. Oversight of the university strategic plans and frameworks (or equivalent), including their inter-relationship. Responsibility includes, but is not limited to, providing resources, leadership, and coordination in the implementation of plans; determining when and if existing plans need to be assessed with respect to updating or renewal and identifying areas not adequately covered by the plans; determining if a plan is needed in an identified gap area; initiating and overseeing the process of modifying, renewing, creating, or terminating a plan or framework; and making recommendations to the President on the adoption of a modified, renewed, or new plan or the termination of an existing plan.

4. Approves the university operating budget under the leadership of the Provost and Vice-President (Academic) and with the Vice-President (Administration & Finance).
5. Oversight of preparation of the agenda and submissions for meetings of the Board of Regents.
6. Oversight of implementation and adherence to the Policy Framework. 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).
9. Providing guidance and decision-making on new strategic directions of the university.

#### **D. Meetings of PEC**

##### Regular Meetings

1. PEC shall convene weekly to undertake its business and attend to matters that come to it from across the institution for advice and decision. A second weekly non-agenda-based/roundtable meeting will also be held.
2. Agendas are generated in close consultation with the offices of the vice-presidents. Agendas and associated materials will be distributed to vice-presidents in advance of the scheduled PEC meeting. The timeline for setting the agenda and submission of agenda item materials will be set by the Chair of PEC in consultation with the vice-presidents.
3. Formal responsibility for coordination of materials, minutes and official records of PEC resides with the President. PEC agenda and action items will be available on the Memorial website.
4. Agenda items pertaining to, aligning with, or emanating from, a vice-presidential portfolio (or the President) will normally be brought forward by the appropriate vice-president (or the President) who shall act as a sponsor for the item in question.
5. Each operational decision made by PEC will be recorded and held on file and communicated by the President's Office.
6. Operational decisions which are formal recommendations will be recorded in writing.

##### Procedures at Meetings

1. The vice-presidents or recognized designate shall be entitled to attend all meetings and shall have one vote if present at PEC.

2. Any person who attends who does not comprise the membership of PEC shall be non-voting.
3. All members and all other persons in attendance at PEC shall act in compliance with the University's Conflict of Interest policy and any other applicable university policies.

## **E. Committees**

PEC may establish special committees and sub-committees from time to time as required.

### 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. The final terms of reference shall be approved by PEC.

### Standing Committees

1. PEC may from time to time establish standing committees as PEC deems necessary.
2. PEC shall appoint the members and the chair of each committee.
3. Terms of reference shall be established by each committee in consultation with PEC. The final terms of reference shall be approved by PEC.
4. Any amendments to the terms of reference for any committee shall be submitted to PEC for approval.
5. Each committee will make recommendations and provide advice to PEC on any actions or decisions that are the responsibility of PEC and that lie within the committee's mandate.
6. Each committee shall submit regular reports to PEC on committee activities and accomplishments. Such reports and recommendations will normally be delivered to PEC through a vice-president designated by PEC.