

**Faculty of Health and Community Studies Council  
Grant MacEwan University**

**Executive Committee  
Terms of Reference**

*Approved by Executive Committee: September 28, 2016*

**1. Mandate**

This committee will focus on the operations of Faculty Council.

**2. Responsibilities**

- 2.1. To set the agenda for meetings of Faculty Council and to ensure that relevant background material is available to Faculty Council members prior to meetings.
- 2.2. To make decisions on behalf of Faculty Council in the event of an emergency or the inability of Faculty Council to meet in a timely manner.
- 2.3. To make decisions on behalf of Faculty Council in matters specifically delegated to it by Faculty Council. Decisions made by the Executive Council on behalf of Faculty Council shall be reported to Faculty Council at the next scheduled meeting.
- 2.4. To consider all major reports to be submitted to Faculty Council prior to distribution to Faculty Council.
- 2.5. To consider and report on policy matters relating to Faculty Council.
- 2.6. To review the committee structure of Faculty Council as required and make recommendations for the consideration of Faculty Council.
- 2.7. To review Faculty Council bylaws as required.
- 2.8. To seek nomination for Faculty Council committees and university wide committees.

**3. Accountability**

- 3.1. The Executive Committee is accountable to Faculty Council.
- 3.2. In the circumstances referred to in Sections 2.2 and 2.3, the Executive Committee shall possess all power and authority of Faculty Council.
- 3.3. The Executive Committee may not contravene any policy of Faculty Council.
- 3.4. Decisions of the Executive Committee as referred to in Section 2.2 are subject to review and confirmation by Faculty Council at its next regularly scheduled meeting.

**4. Composition**

- 4.1. All Executive Committee members shall be members of Faculty Council.
- 4.2. The Executive Committee shall consist of the following:
  - 4.2.1. Chair of Faculty Council
  - 4.2.2. Vice-Chair of Faculty Council
  - 4.2.3. Up to five voting academic staff members of Faculty Council; one from each Department/School.

4.2.4. Associate Dean.

4.3. The Chair of Faculty Council shall serve as the Executive Committee Chair.

4.4. The Vice-Chair of Faculty Council shall serve as the Executive Committee Vice-Chair.

4.5. Quorum for the Executive Committee shall be three (3) voting faculty members.

**5. Term of Office**

5.1. Members shall serve two-year terms, except for those serving by virtue of their positions. Initially, some members may be selected for three-year terms to provide for ongoing renewal of membership over time. Membership will be staggered to ensure appropriate balance and to maintain continuity.

**6. Operations of Committee**

6.1. The Committee shall meet at least once before each regularly scheduled Faculty Council meeting.

6.2. Executive Committee minutes shall be provided to the Faculty Council for information.