

## **EXECUTIVE COMMITTEE**

### **Terms of Reference and Mandate**

**Committee Type:** Statutory

#### **Terms of Reference**

1. Council shall elect annually the members of the Executive Committee at the first Council meeting of the year in accordance with the by-laws.
2. The Executive Committee shall be composed of five persons of whom three members of the Council are members of the College; and two members of the Council who have been appointed to the Council by the Lieutenant Governor in Council.
3. The election shall be conducted in the following order: President; Vice-President; and the remaining three positions in no particular order.
4. The President and the Vice-President of the Council shall be ex-officio members of the Executive Committee.
5. The President shall be chair of the Council and the chair of the Executive Committee and the Vice-President shall also be the vice-chair of the Council and the vice-chair of the Executive Committee.

#### **Mandate**

The Executive Committee has:

1. Between the meetings of the Council, all the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law.

The Executive Committee shall:

1. Perform such functions as assigned to it under the Health Professions Procedural Code, by-laws, and policies of the College.
2. Report on its actions to Council at the next regular Council meeting should it exercise a power under section 12(1) of the Health Professions Procedural Code.
3. Determine Council agendas and ensures that appropriate information is provided to Council members in advance of Council meetings.
4. Conduct an annual performance review of the Registrar and approve the Registrar's compensation package and contract.
5. Submit an annual report to Council. The report will include information on the Committee's activities for the year.

## **Mandate**

The Finance Committee:

1. The Executive Committee shall function as the College's Finance Committee and has the power to appoint a delegate for this purpose who, in the Committee's opinion, is experienced in the assessment of financial matters.

The Finance Committee shall:

1. Review the annual budget and ensure that funds are suitably allocated with respect to ensuring the College's financial stability.
2. Monitor financial performance in relation to the developed annual budget and provide reports to Council as required.
3. Advise Council on any emerging factors which may impact the budget and/or financial performance.
4. Assist with monitoring financial reserves and disclose significant developments to Council.
5. Review annual and interim financial reports and provide recommendations to Council on future adjustments for consideration.
6. Ensure appropriate information concerning the financial affairs of the College is effectively communicated to Council.