



# Aurora College Board of Governors

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**Policy Title:** Executive Committee, Board of Governors – Terms of Reference  
**Approved:** Motion #BG61-2011 (October 19, 2011)  
Motion #BG30-2016 (June 9, 2016)

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## Policy Statement

The Aurora College Act requires that there shall be an Executive Committee. According to the legislation the following terms of reference shall apply:

## Membership

The Executive Committee is comprised of four members of the Board of Governors:

1. Chairperson, Board of Governors
2. Vice Chairperson, Board of Governors
3. Chairperson, Finance Committee
4. Chairperson, Policy & Programs Committee

As requested and/or required, the President of Aurora College will attend the Executive Committee meetings as an ex-officio member of the Board of Governors. The President will attend the meetings when the Executive Committee is acting in their role as the Governance Committee of the Board. Other members of the Board of Governors may be invited to attend Executive Committee meetings to address specific issues.

The majority of members of the committee will constitute a quorum.

The Chairperson of the Executive Committee is the Chairperson of the Board of Governors.

Generally the Executive Committee of the Board of Governors will act at the direction of the Board and if this is not always possible will communicate the issues and report to the whole Board as soon as possible.

## Functions and Roles

1. Provide direction to the Senior Administration of Aurora College, particularly between meetings of the full Board of Governors, to ensure that the intent of the Board of Governors is carried out by:
  - Direct the President to carry out or follow up on tasks set out by the Board of Governors
  - Approve correspondence sent on the Board of Governors behalf
  - Provide support as needed by the President of Aurora College on urgent matters between regular Board of Governors meetings

- Provide support as needed by the President of Aurora College on sensitive matters affecting Aurora College
2. Communicate with the Minister of Education, Culture and Employment (ECE).
  3. Develop a communication strategy to keep Ministers, MLAs and Standing Committees of the Legislative Assembly informed of Aurora College expectations and issues by meeting periodically with the Minister of Education, Culture and Employment (ECE) to communicate Board of Governors interests, follow up on Board of Governors matters and to participate in regular dialogue with the Department of ECE.
  4. Organize and prepare for Board of Governors meetings by:
    - Draft the agenda for the next Board of Governors meeting
    - Work with the President of Aurora College to confirm additional items and information that should be presented to the Board of Governors
    - Request special guests and/or presentations for upcoming Board meetings
    - Discuss the success and flow of the previous meeting
    - Prepare an update to the full Board of Governors on items that were dealt with between regular Board meetings by the Executive Council
  5. Ensure the annual President's performance evaluation is conducted.
  6. Serve as the Governance Committee for the Board of Governors to:
    - Facilitate the functioning of the Board; normally its deliberations are made as recommendations to the Board as a whole
    - Facilitate the functioning of the Board, by overseeing the work of the Standing Committees
    - Provide advice on Board recruitment, orientation, and development through ongoing training and education, as required, for Board members
    - Review and address governance issues
    - Ensure that there is a comprehensive planning process in place, resulting in the vision, mission and mandate statements, the strategic plan, the yearly work plan, and a risk management process and procedure
    - Ensure the Board is in compliance with the general responsibilities set out in the Workplace Safety Act and Regulations
    - Review all committee Terms of Reference (TOR), Board policies and Board by-laws, at least every three years and make recommendations to the Board on revisions
    - Assist the Board in the process of yearly review of its effectiveness and achievements
    - Provide guidance and direction to the President on governance for the Board and the College
  7. Other duties:
    - Present findings and recommendations to the Board of Governors

- Participate in activity conducted jointly with other communities

**Meeting**

The Executive Committee of the Board of Governors meets as required between regular Board meetings, usually via teleconference and meets face-to-face at the conclusion of the regular Board meetings.

**References**

Aurora College Act

Aurora College Policy & Program Manual

Financial Administration Act (FAM)

Government of the Northwest Territories Human Resource Manual (HRM)

**Scope of President's Responsibilities**

As specified in the policy.

**Information and Monitoring Requirements**

The Board of Governors shall be provided with the agenda and minutes of the Executive Committee meetings while adhering to necessary confidentiality provisions.