

## **Executive Committee – Terms of Reference**

**Approved by:** Board of Governors

**Revised:** May 2, 2014; October 1, 2015; November 22, 2019; March 12, 2020

### **PURPOSE**

The Executive Committee is a Standing Committee of the Lakehead University Board of Governors constituted to carry out five primary roles:

1. To act for the Board of Governors on matters requiring immediate attention between meetings of the Board.
2. To act for the Board of Governors on matters involving employment conditions, collective bargaining, and compensation.
3. To act as an advisory body to the Chair of the Board and the President with respect to governance and administrative issues.
4. To conduct tasks and responsibilities in accordance with the “Annual Presidential Assessment: Policies and Procedures”.
5. To conduct the tasks and responsibilities in accordance with the “Extension or Reappointment of the President: Policies and Procedures”.

### **SCOPE**

Without limiting the general responsibilities as described above, the Executive Committee shall:

Review and make recommendations to the Board regarding negotiated collective agreements. Advise the Board on policy matters relating to the conditions of employment for all Lakehead University employees.

Negotiate and approve on behalf of the Board the terms of the contract with the President. Fix and provide for the remuneration, retirement and superannuation of the following employees (groups) of the University:

- President & Vice-Chancellor
- Vice-President salary bands

Following any Board Executive Committee meeting, prepare a report to be received at the next meeting of the Board of Governors.

## **COMPOSITION**

- Chair of the Board
- President of the University
- Vice Chair of the Board
- Immediate Past Chair of the Board
- Chairs of the Finance and Operations, Governance and Nominating and Audit and Risk Standing Committees

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### *Resources:*

- *University Secretary, who shall act as the secretary for the Committee*