



**TERMS OF REFERENCE FOR THE
OKANAGAN COLLEGE BOARD OF GOVERNORS
EXECUTIVE COMMITTEE**

Date approved/revised: March 27, 2007/ February 15, 2008/November 29, 2016
Resources: Secretary of the Board
Approved by: Board of Governors

I. PURPOSE

The purpose of the Executive Committee is to review and advance the work of the Board and the Board's committees.

II. COMPOSITION AND OPERATIONS

- A. The Executive Committee will be composed of Board Chair, Vice Chair(s) and the President. The Board Chair will be the Chair of the Committee.
- B. The Executive Committee will meet two weeks prior to all regularly scheduled Board meetings. Additional meetings may be held as deemed necessary by the Committee Chair, or as requested by the majority of Committee members.

III. DUTIES AND RESPONSIBILITIES

The Committee has the duty and responsibility to:

- A. Prepare the annual schedule of Board meetings to be approved by the Board.
- B. Prepare the agendas for the Board meetings.
- C. As necessary, address and report to the Board on matters not assigned to other Board committees.
- D. Act on behalf of the Board in situations that require immediate action or attention and it is not possible to convene the whole Board. The Committee Chair will report to the next in-camera meeting of the Board.

IV. ACCOUNTABILITY

The Executive Committee will report its discussions to the in-camera meetings of the Board by maintaining minutes of its meetings and providing an oral report at the next in-camera meeting of the Board.

V. REVIEW

The Terms of Reference for the Committee will be reviewed annually by the Committee.