

POLICIES AND PROCEDURES

SECTION TITLE: BOARD OF DIRECTORS	SECTION REFERENCE: BD
POLICY TITLE: EXECUTIVE COMMITTEE TERMS OF REFERENCE	POLICY NUMBER: BD-003

POLICY STATEMENT:

THE BOARD OF DIRECTORS SHALL APPOINT AN EXECUTIVE COMMITTEE TO ACT ON BEHALF OF THE BOARD DURING THE INTERVALS BETWEEN MEETINGS OF THE BOARD.

PURPOSE: TO OUTLINE DUTIES AND PURPOSE OF THE EXECUTIVE COMMITTEE.

PROCEDURE: The Board of Directors, at its first meeting, shall appoint the Executive Committee.

MEMBERSHIP:

- Chairperson
- Vice-Chairperson
- Treasurer
- Secretary
- Director-at-Large

DUTIES:

1. The Executive shall execute its responsibilities in accordance with s. 5.2 of by-law No. 1 which specifically states the following:

During the intervals between the meetings of the Board, the Executive Committee shall possess and may exercise (subject to any regulations which the Board may from time to time impose) all the powers of the Board in the management and direction of the affairs and business of the Corporation in such manner as the Executive Committee deem best for the interest of the Corporation in all cases in which specific directions shall not have been given by the Board.

2. May approve per item expenditures as approved in the annual or semi-annual budget of the Corporation, in accordance with policy FN-002, Spending Authority.
3. Shall ensure the Corporation and its Committees properly exercise the Student Centre's responsibilities under the Management Agreement and under any by-laws and policies of the Corporation.

Contact Person (title):	Chairperson / Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board and Executive Minutes; By-Law No. 1
Relevant Forms:	N/A

Board Approval Date:	3 January 1991
Review Dates:	
Revised Date(s):	25 October 2000