



# Executive Committee Terms of Reference

## **Mission**

The Council of the University of Canterbury has established an Executive Committee to act on behalf of the Council on matters that require urgent attention between Council meetings.

## **Membership**

The Executive Committee will comprise not less than three Council members. Following recommendations by the Committee, any vacancies may be filled by the Council at any time, should they occur.

Members are appointed for an initial term of no more than two years. They may be eligible for an extension or reappointment.

Three members of the Committee will form a quorum. The Chancellor (or nominee) shall be the Chair.

The current Executive Committee has the following membership:

### ***Ex officio members***

Chancellor (or nominee) – Chair  
Pro-Chancellor (or nominee)  
Vice-Chancellor (or nominee)

### ***In attendance***

University Registrar (Secretary)  
Staff members or external advisors who have relevant knowledge and/or expertise to assist the Committee.

## **Terms of Reference**

Without limiting the Executive Committee's responsibilities to fulfil its mission, the terms of reference for the Committee is to act on behalf of the Council on matters that require urgent attention between Council meetings.

The Committee has delegated authority to make decisions on behalf of the Council. Any such decisions must be reported to the next Council meeting.

## **Meetings**

Meetings of the Executive Committee shall be convened at the direction of the Chair. If the Chair is absent, then those present shall elect one of their members to be Chair for that meeting.

Meeting agendas will be drawn up by the University Registrar and the Committee Chair in consultation with the Vice-Chancellor. The agenda and accompanying papers shall be circulated at least two days prior to the meeting of the Committee, but where circumstances require and with the consent of the Committee Chair, papers may be circulated nearer the meeting date or at the meeting.

At the discretion of the Committee Chair, meetings may be conducted in person, by audio, audio-visual or other electronic communication.

The Committee Secretary will be the University Registrar (or delegate) who will be responsible for minuting the meetings.

### **Reporting**

The Executive Committee shall report back to Council after each meeting regarding any decisions and/or recommendations made, and providing its draft meeting minutes in confidence, a verbal briefing from the Committee Chair and an opportunity for discussion.

### **Review of Terms of Reference**

These terms of reference will be reviewed every two years and, if necessary, updated by the Council on recommendation of the Committee. A Committee self-assessment process should take place at least every three years.