

# **PRESIDENT'S EXECUTIVE COMMITTEE**

## **TERMS OF REFERENCE**



### **PURPOSE:**

The President's Executive Committee (PEC) was formed to provide advice to the President regarding strategic planning and strategy management. It serves as a forum for the executive team to formulate plans and implementation strategies that help guide Red Deer College in achieving the goals that it has set for itself in its Strategic Plan and its Comprehensive Institution Plan. The PEC is advisory and has no role in the governance of the College or in decision-making regarding policy or financial management. The members of the Committee are responsible for providing the most complete information possible through their senior College roles. The PEC consists primarily of the officers of the College that report directly to the President.

### **MANDATE:**

The PEC was formed by the President and receives its mandate from the President. This mandate includes but is not restricted to advising authority to the President in the following matters:

#### **Coordination**

Coordination of implementation strategies and planning activities throughout the College. In particular, the coordination of academic and non-academic facets of the College and the coordination of operational and financial plans and strategies.

#### **Planning**

Establishment of planning processes for the College. This includes identification of the various groups within the College that should be involved and the establishment of the roles that will be played by various individuals and groups.

Financial and operational planning and strategies that impact the entire College.

#### **Policy Formation**

Identification of areas that require policy formulation or change to existing policy. It is expected that such advice would result in referral of the policy task to the appropriate group for research and consultation.

#### **Communication**

Formulation of communication plans regarding the decision-making processes of the College and the decisions that are made.

#### **Forum for Input and Advice**

Provision of advice to the President or to other members of the Committee on any matter of concern to the members of the PEC.

### **RELATIONSHIP TO OTHER COMMITTEES:**

The PEC is not directly related to any other committee at the College. Each member is also a member of one or more of the governing bodies of the College including Academic Council, Deans' Council and Service Council.

**COMPOSITION:**

Membership of the PEC:

- President (Chair)
- Vice President, Academic
- Vice President, College Services/CFO
- Vice President, Corporate
- Vice President, Business Development
- Executive Director, Board and Corporate Relations

**ACCOUNTABILITY:**

The PEC is responsible to the President who is accountable for its operation, records and communications.

**REPORTING:**

Due to the advisory nature of this committee, no formal reporting is required.

**RESPONSIBILITY:**

The President is responsible for the terms of reference, appointment of members and the operation of the Committee.

**ADMINISTRATIVE SUPPORT:**

Administrative support for the Committee is provided by the Office of the President.

**OPERATING PROCEDURES:**

The PEC:

1. Meets at the discretion of the President.
2. May request information from any source within or outside the College.
3. May request others at the College to be present at Committee meetings as deemed appropriate by the members of the Committee.
4. May strike task groups for the purpose of consultation or research on matters pertaining to planning or strategy implementation.
5. Meetings are closed unless otherwise determined by the PEC
6. Is chaired by the President
7. Agendas are set by the President with advice from the PEC members.

**Levels of Authority for Decision Making:**

**Decision authority:** The right to make a decision or create a policy without consultation with other individuals or groups.

**Principal authority:** The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

**Shared authority:** Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

**Recommending authority:** The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

**Advising authority:** The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.