



## **EXECUTIVE COMMITTEE**

## **TERMS OF REFERENCE**

**Approved by the Executive Committee on 19 July 2023**

# Executive Committee

## Introduction

- 1.1 The purpose of the Executive Committee is to support the President in ensuring effective leadership, coordination and management of the activities of the University by ensuring and monitoring the delivery of the University's Strategic Plan and Budget as approved by the Governing Authority. Additionally the Executive Committee will share information and provide advice to the President on major strategic and operational matters including the annual planning cycle, corporate priorities, key performance indicators and budgetary matters.
- 1.2 The Committee will meet at least 6 times per annum. The schedule of meetings will be agreed in advance by the Committee.
- 1.3 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 1.4 Between meetings of the Executive Committee occasions may arise where an urgent matter requires consideration of the Committee. The Chair may agree in such circumstances to seek guidance from the Committee via email to all members. In the event of such circumstances arising any guidance and any decision will be noted in the minutes of the Committee's next meeting.
- 1.5 At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent him/herself from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 1.6 Questions arising at any Committee meeting should be decided by consensus. Where reaching a consensus is not possible, then the matter will be decided by a majority of the votes of the members present either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Where decisions are unanimous, they shall be recorded as such in the minutes. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person or negative voter.
- 1.7 The Executive Committee will agree its Programme of Work on an annual and/or longer term basis.
- 1.8 The Committee will review its terms of reference on an annual basis.

## **2. TERMS OF REFERENCE**

- 2.1 Provide advice to the President on matters of strategic and operational significance for the University.
- 2.2 Consider and benchmark against the external environment in which the University operates and recommend appropriate changes to the University's strategy and operations to maximise the rankings of the University within its agreed risk appetite.
- 2.3 Aid the President in defining and focusing the strategic direction of the University in line with the Strategic Plan and prioritise operational University-wide decisions in this context.
- 2.4 Approve the annual institutional budget for submission to Governing Authority, including the principles by which the budget is determined and allocated to achieve the outcomes of the Strategic Plan.
- 2.5 Monitor and review the performance of the University against agreed indicators and, where necessary, agree actions for improvement/further development.
- 2.6 Monitor and review the University's approach to managing and measuring strategic and operational risk including the University's Fundamental Risk Register.
- 2.7 Manage major institutional-wide change and delegate activities to sub-committees as considered appropriate.
- 2.8 Consider significant strategic, policies, operational matters, risks and other matters referred to Executive Committee by its sub-committees.
- 2.9 As necessary, determine any other matter not reserved to Academic Council and/or Governing Authority relating to the strategic or operational management of the University.

## **Composition of Executive Committee:**

President (Chair)

Provost/Deputy President Chief

Chief Commercial Officer

Chief Financial & Performance Officer

Vice President Research

Vice President Global/Community Engagement

Executive Dean, Faculty AHSS

Executive Dean, Faculty KBS

Executive Dean, Faculty EHS

Executive Dean, Faculty S+E

Corporate Secretary

Director, Human Resources

Director, ITD