



King’s University College Student ‘ Council

EXECUTIVE COUNCIL TERMS OF REFERENCE

EFFECTIVE	April 29, 2024	SUPERSEDES	N/A
AUTHORITY	The Executive Council	RATIFIED BY	The Board of Directors

PURPOSE

This policy is designed to, at a high level, provide guidance to the members of the Executive Council as to their collective role and jurisdiction within the KUCSC to assist them in the execution of their goals and operations.

OBJECTIVE

The Executive Council provides guidance, input and recommendations to the operating and strategic plan put forward by the President while advising on matters related to policy and operations, developing, and overseeing a vision for their respective portfolio Coordinators and Commissioners and collaborating with their fellow Executives.

SCOPE

This policy applies to all Executive Council members.

MANDATE

The Executive Council shall:

- a) Allow for open discussion amongst the Executive on the matters of finance, strategy, and policy
- b) Advise the President on matters pertaining to organizational affairs of the KUCSC
- c) Prioritize Executive initiatives that are beyond the scope of individual discretionary funding
- d) Allow for the opportunity of cross-portfolio collaboration of Executives, on issues and projects
- e) Receive reports from each Executive portfolio on major day-to-day operations, and ongoing goals
- f) Receive and provide consultation on the KUCSC Operating Budget
- g) Collaborate with the General Manager on broad issues, objectives, and project management
- h) Serve as the chief decision-making body for executive initiatives

COMPOSITION

The Executive Council shall be comprised of the following:

- a) The KUCSC President, Chair, voting
- b) The Vice President of Student Affairs, voting
- c) The Vice President of Student Events, voting
- d) The Chief Financial Officer, voting
- e) The Chief Communications Officer, voting



King's University College Student ' Council

EXECUTIVE COUNCIL TERMS OF REFERENCE

- f) The General Manager, non-voting.

At the discretion of the Chair, any of the Coordinators and Commissioners can be asked to attend the meetings of the Executive Council.

SELECTION PROCESS AND TERM

DUTIES OF THE CHAIR

The duties of the Chair shall be:

- a) To call all meetings of the Executive Council
- b) Ensure all contributions of the membership are heard and received fairly
- c) Produce an annual report to the KUCSC general council, which may be a part of the President's Final Report, on the business of the Executive Council
- d) Set the agenda of the Executive Council meetings, with collaboration from the Executive members
- e) Develop and suggest internal controls and procedures for the Executive, and Executive-General Manager projects
- f) Ensure all members of the KUCSC and the King's Student Body are informed of communications surrounding ongoing projects of the Executive, the General Manager, and the overall organization

VOTING

In order for a vote to be considered a pass there has to be a majority vote of the executive council. It is recommended that the vote be done through a ballot or anonymous platform to ensure each executive is voting fairly and honestly.

MEETINGS AND CONFIDENTIALITY

- a) The executive council is expected to meet weekly at the discretion of the Chair
 - o The location and time of the subsequent meeting shall be determined prior to adjournment
- b) If the Chair wishes to call additional meetings, notice of seven (7) days in writing must be given to the membership
- c) The Agenda is to be prepared by the Chair and to be sent out 1 week in advance
- d) Three members are required to achieve Quorum
- e) The General Manager will record minutes
 - o Minutes to include attendees, date, time, location, numbered items
 - o Minutes to be reviewed and signed by (who needs to sign the minutes)
- f) Minutes will be sent out within two days of the meeting

PROCEDURAL AUTHORITY

Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors. The scope of such Procedures is limited to the scope of this policy. In the event of any conflict, this Policy



King's University College Student ' Council

EXECUTIVE COUNCIL TERMS OF REFERENCE

supersedes any documents created under it.

POLICY REVISIONS

Revision Date	Details of Revision	Release Date	Authorization