MEETING GUIDELINES

Executive Committee

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Introduction

The Executive Committee is a statutory committee of the Board and reports to the Board. The Executive Committee considers policy and operational issues of significance, and can make such decisions on behalf of the Board, between board meetings.

The Executive Committee will consist of no more than six board members. The Board elects the members of the Executive Committee and includes the elected officers of the College: the president, vice-president and the treasurer. The Executive Committee must have at least two appointed board members.

The Executive Committee will be supported by the registrar with administrative support from the staff of the registrar's office.

These guidelines are designed to help committee members to understand their responsibilities and meeting logistics to support efficient and effective meetings.

A simple definition of an effective meeting is "the assembly of people gathering to discuss ideas and make decisions that produce an outcome of value." Meetings succeed when individuals are well informed and engaged in a culture of trust and respect, empowered to contribute freely, and participate in positive and robust interactions with their peers. This approach, together with alignment behind a clear mandate, strong values, coherent strategic priorities, and a commitment to continuous improvement, grounds the way in which comm 3t6.75 Td(,)2.9 (ti)fPsesh.9 (w)4.9 (h)-6 -4.9 (h)-6 (i)-2 (6 (i·0.04 (w)-0.2 (m)0n2GAfD2MC(99ns3 (C6.75 T

Email

Email meetings are convened for one specific purpose only: either when information needs to be disseminated quickly, or an urgent decision is required that cannot wait until the next scheduled committee meeting.

The meeting: before, during and after

Before the meeting

Agenda

Agendas are prepared by staff and reviewed with the chair and are based upon the Executive Committee's activities since the last meeting and emerging issues.

Agendas follow a standard template, including:

- x   the time, date, location and type of meeting
- x   the names of participants who have confirmed their attendance or forwarded their regrets, the names of staff and guests attending the meeting
- x   a formal acknowledgment of the territory on which the meeting is taking place, and for those not in person are located
- x   for each agenda item:
    - o   the time estimated for each discussion
    - o   whether the committee is receiving the item for information, discussion or decision
    - o

College o

    x   cultural safety and humility

In addition to the tenets of the code, participants connected to the meeting remotely are advised to:

    x   give full attention to the meeting as they would if in the same room

    x   identify themselves if they wish to speak

    x   wait to be acknowledged by the chair before speaking

    x   speak clearly

    x   address participants by name if asking specific questions

    x   ask for clarity if any part of the discussion is unclear

    x   be patient if there is a slight delay in transmission

    x   mute the line when not speaking

After the meeting

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