



## **COMMITTEE TERMS OF REFERENCE SCHOOL EXECUTIVE COMMITTEE**

<b>A. Purpose</b>	The purpose of the School Executive Committee is to provide advice and recommendations to the Director of the School of Population and Public Health on all matters relating to the strategic planning, governance, organization, policies, and procedures of the School, and to ensure the integration of all the Divisions, organizational sub-units and Programs that comprise the School.
<b>B. Reporting</b>	The School Executive Committee is established under the direction and authority of the Director, and reports to the Director through the Full Faculty Committee.
<b>C. Mandate and Duties</b>	<ol style="list-style-type: none"><li>1. The School Executive Committee has the authority to:<ol style="list-style-type: none"><li>a. Evaluate its own performance</li><li>b. Establish Standing Committees, Sub-committees and ad hoc Task Forces as it deems necessary, and delegate to them such duties as it sees fit</li><li>c. Execute all those duties delegated to it by the Full Faculty Committee</li></ol></li><li>2. The School Executive Committee has the responsibility to:<ol style="list-style-type: none"><li>a. Provide a forum for open discussion of the School’s Mission, Vision, Values and Strategic Directions, governance, organization, and operations.</li><li>b. Oversee the work of, review reports and recommendations of the School’s Committees and Task Forces</li><li>c. Review and make recommendations to the Full Faculty Committee regarding:<ol style="list-style-type: none"><li>i. Its own Terms of Reference</li><li>ii. All aspects of strategic planning for the School, taking into account the integration and cross-functional relationships of the Themes and Programs that comprise the School</li><li>iii. Faculty recruitment</li><li>iv. The effectiveness and activities of all of the School’s Committees and Task Forces</li></ol></li><li>d. Plan and ensure the periodic evaluation of the School and its progress towards achievement of annual and longer term objectives</li></ol></li><li>3. The School Executive Committee is accountable to:<ol style="list-style-type: none"><li>a. The Director of the School</li><li>b. The Full Faculty Committee, to whom it reports</li></ol></li></ol>



	<ul style="list-style-type: none"> <li>c. All faculty members of the School, including part time, clinical, associate and adjunct members.</li> <li>d. The Divisions that comprise the School</li> </ul>
<b>D. Membership</b>	<p>Membership of the School Executive Committee (SEC) shall include, at a minimum:</p> <ul style="list-style-type: none"> <li>1. Voting members:             <ul style="list-style-type: none"> <li>a. School Director and Associate Director.</li> <li>b. The Head of each Division or designate, as appointed by the School’s director with recommendations from Division members, for the duration of their appointment.</li> <li>c. The Program Director of the Residency Program and of each of the School’s graduate degree programs, for the duration of their appointments.</li> </ul> </li> <li>2. Non-Voting members:             <ul style="list-style-type: none"> <li>a. The Associate Director of Finance for Cluster 2, Faculty of Medicine, the School’s Senior Administrator and Human Resources Manager (non-voting) for the duration of their appointments.</li> </ul> </li> </ul>
<b>E. Leadership</b>	<p>The Director of the School shall serve as the Chair of the Committee for the duration of that individual’s appointment as Director. In the event of the Director’s temporary absence, s/he may appoint a delegate to serve as Acting Chair of the Committee.</p>
<b>F. Operations</b>	<ul style="list-style-type: none"> <li>1. The Committee’s activities will be conducted according to Robert’s Rules of Order, 10th Edition</li> <li>2. The Committee will meet at least six times annually, and at the call of the Chair</li> <li>3. Meetings will normally be no longer than three hours in duration unless otherwise agreed in advance by the members</li> <li>4. In the event of their temporary absence, all voting members of the Committee may appoint a delegate to attend a meeting on their behalf, and will ensure the delegate is briefed on relevant issues so that the delegate is able to participate effectively in the Committee’s proceedings</li> <li>5. A majority of members (50% plus one) will constitute a quorum for the Committee</li> </ul>
<b>G. Evaluation</b>	<p>A full review of the Terms of Reference, deliberations and effectiveness of the School Executive Committee will be conducted on an annual basis by the Committee or its designated representatives, with the results of that review to</p>



	be presented to the Committee for discussion and action.
<b>H. Recording</b>	<ol style="list-style-type: none"><li>1. Minutes will be recorded by SPPH staff as designated by the Senior Administrator.</li><li>2. Approved minutes will serve as the official record of the Committee's deliberations.</li><li>3. Draft minutes for each meeting will be presented at the next subsequent meeting for approval of the Committee.</li><li>4. Following approval, minutes will be circulated electronically to the Full Faculty Committee.</li></ol>
<b>I. Document Control</b>	<p>Original approved by Full Faculty Committee: August 28, 2009</p> <p>This revision approved by SEC: <a href="#">June 9, 2014</a></p> <p>Revision approved by Full Faculty Committee:</p>