



EXECUTIVE COMMITTEE **TERMS OF REFERENCE**

OVERVIEW:

The Executive Committee is a statutory committee of Council. It has the following broad responsibilities:

- Statutory:
 - to act on behalf of Council in circumstances requiring immediate action; and
 - to carry out the statutory role of the Patient Relations Committee.
- Governance:
 - to facilitate Council's efficient and effective functioning; and
 - to facilitate the efficient and effective functioning of statutory committees.

A. STATUTORY MANDATE:

1. Acts on behalf of Council when necessitated by time constraints and reports to Council.
Section 12(1)
2. Carries out the functions of the Patient Relations Committee with respect to the Patient Relations Program as required in the Procedural Code, in particular:
 - a) Approving funding for therapy for victims of sexual abuse by nurses; and
Section 85.7(3)
 - b) Reporting to and advising Council on the College's Patient Relations Program.
Section 85

B. GOVERNANCE – FACILITATING EFFECTIVE COUNCIL FUNCTIONING:

1. Facilitates the effectiveness of Council governance by reviewing processes related to the governance of Council and makes recommendations to Council.
2. Reviews and approves the agenda for Council meetings as prepared by the Executive Director for clarity and priority, identifies items for which Council meetings may be closed to observers in accordance with s. 7(2) of the Procedural Code and recommends closure, with rationale to Council.
3. Reviews briefing materials for Council for clarity and comprehensiveness, for planning the appropriate approach for presentation, and may make recommendations to Council. May identify additional background that would assist Council in discussing specific items.
4. Reviews the evaluations of Council meetings to identify process improvements.
5. Receives updates on key trends and issues in the regulatory environment.

6. Participates in the strategic planning process.
7. Gives instruction regarding Discipline/Fitness to Practise committee appeals to the Superior Court of Justice (Divisional Court), or in respect of judicial review applications.
8. Recommends membership on standing and special committees, including the expert, non-voting member of the Finance Committee, and the Election and Appointments Committee.
9. Recommends the scrutineers for the election of Council officers.
12. Makes recommendations to Council on the appointment of the Executive Director.
13. Approves the terms of the employment contract of the Executive Director.
14. Ensures the regular review of the terms of reference of standing committees and sub-committees of Council; role descriptions of Council members, officers, and committee chairs; the by-laws, and the legislation, and makes recommendations to Council regarding amendments to maintain relevancy.
15. Authorizes unbudgeted expenses in accordance with Article 38.04 of the by-laws.
16. Reviews and recommends changes in expense and stipend policies biennially.

C. GOVERNANCE – FACILITATING EFFECTIVE COMMITTEE FUNCTIONING:

1. Reviews processes related to the governance of statutory committees and makes recommendations to Council.
2. Recommends statutory committee chairs to Council in June, based on the chair attributes and process approved by Council.
3. Makes appointments to statutory committees to fill vacancies, including appointments from the list of eligible members provided by the Election and Appointments Committee.
4. Disqualifies an appointed committee member in accordance with the provisions of Article 54.3 of the General By-Law.
5. Removes the chair of a committee, other than the Executive or Finance committees, on receipt of a requisition signed by at least two-thirds of the members of the committee, identifies a new chair for recommendation to Council and appoints the recommended individual as an interim chair pending Council's decision at its next meeting.

ACCOUNTABILITIES:

- The Executive Committee is accountable for acting in accordance with the Code, Nursing Act, regulations, By-Laws and any laws that apply to its processes and decision making.
- The Executive Committee is accountable to Council for fulfilling its governance role. The Executive Committee minutes, other than confidential appendices, are shared with Council

MEMBERSHIP:

The Executive is made up of the President, two Vice-Presidents (one RN and one RPN), and two public members.

The President and Vice-Presidents are Officers of the College and are elected by the Council. The public members are appointed by the Council on recommendation of the Election and Appointments Committee.

EFFECTIVE JUNE 4, 2009