



College of Paramedics of Manitoba		
Terms of Reference Name: Executive Committee	Terms of Reference Number: GP-16	Total # of Pages: 3
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 **PURPOSE**

The Executive Committee ensures effective Council-Executive Director/Registrar relationships by creating a forum for collaboration and problem-solving that needs to take place outside of Council and Committee meetings. Executive Committee is not authorized to make any decisions on behalf of Council.

2.0 **DEFINITIONS**

N/A

3.0 **PRODUCTS**

1. Develop agendas for Council meetings
2. Lead the development of College Strategic Planning on behalf of the Council
3. Vet ideas related to College operations, that require more fulsome exploration, before taking to Council for approval
4. Share information about new issues that are developing and which may present some form of risk to the College, so that a preliminary action plan can be taken, before bringing to Council
5. Share confidential information related to College Operations or Council Governance, particularly where dismissal may be involved
6. Recommend Council members to committees of Council. The committee will use a framework that matches council member skill sets, personal interests, and identified self-development with the skill set needed to serve on various council committees.
7. Support the Executive Director/Registrar in the creation of an annual performance development plan

**Composition and Terms of Office**

The Executive Committee will be comprised of:

- Council Chair
- Council Chair Elect
- Council Treasurer
- College Executive Director/Registrar



### **Frequency of Meetings**

Meetings will occur prior to each Council meeting or as required.

### **Quorum**

Quorum is achieved when the majority of the members are in attendance at a meeting.

### **Resources**

Support to the Executive Committee is provided by the Executive Director/Registrar and by the College Executive Assistant.



## **Appendix 1 (Executive Committee Terms of Reference)**

### **Council Committees**

#### **Governance**

Experience In:

- Leadership
- Serving on committees/policy writing
- Council/Board service
- Strategic Planning

#### **Finance**

Experience In:

- Finance/accounting/business
- Council/Board
- Risk Management

#### **Appeal Panel**

Experience In:

- Human Resource Management/Leadership
- Council/Board service
- Decision making
- Legislation and Regulation and policy setting
- Risk Management
- Ethical application of policy

#### **Executive Director/Registrar Appraisal**

Experience In:

- Human Resource Management/Leadership
- Psychology
- Evaluation