



Brock University Graduate Students' Association

Document 051A

The Graduate Students' Association Executive Committee Policy

Name:

1. This Document shall be referred to as the "Executive Committee Policy".

Function and Purpose:

2. The Executive Committee is a standing committee of the Board of Directors and is responsible for assisting the Board of Directors in fulfilling its oversight responsibilities in relation to overall management and direction for the Brock University Graduate Students' Association (GSA), as well as providing goal setting, general support and guidance.

Composition:

3. The Executive Committee of the Brock University Graduate Students' Association (GSA) shall be composed of the following
 - a. *ex-officio, voting members:*
 - i. The President & CEO;
 - ii. The Vice-President, Student Engagement;
 - iii. The Vice-President, External Affairs;
 - iv. The Vice-President, Communications & Advancement;
 - v. The Vice-President, Equity & Inclusion;
 - vi. The Past President
 - b. *ex-officio, non-voting members:*
 - i. The Executive Director
4. In the event that one individual should hold more than one office on this list, they shall only be entitled to one vote during committee proceedings

Committee Chair:

5. The Executive Committee shall be chaired by the President, the Deputy President shall serve as Vice-Chair of the committee.
6. Should the President be unable to attend a meeting of the Executive Committee and fulfil their role as Chair, the Deputy President shall perform the role of chair in their place,
7. Should both the President and Deputy President be unable to attend the membership of the Executive Committee shall appoint a chair from amongst their membership for the duration of the meeting,
8. The Chair of the Executive Committee shall be responsible for:
 - a. Call all meetings of the Committee;
 - b. Report to the Board on behalf of the Committee;
 - c. Be responsible to the Board for the general operation of the Committee;
 - d. Coordinate schedules at the earliest possible time to help ensure attendance at meetings of the Committee.



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9. The Chair of the Committee shall have full voting rights.

Vacancies:

10. Vacancies on the Committee shall normally be filled within one month of the vacancy.
11. Resignation must be received in writing. Resignations must be approved at the next regularly scheduled Board meeting. Should the board be in recess the Executive Committee may accept a resignation on their behalf. The Committee/Board shall not refuse a reasonable request to resign.
12. Vacancies shall be filled in accordance with the GSA Legislation, and shall be ratified by the Board at the next regularly scheduled meeting,
13. The Executive Committee shall strike an ad-hoc Human Resources Committee, when necessary, to support any talent management issues that may arise.

Responsibilities:

14. The Executive Committee shall be responsible for the administration, operations and executive functions of the GSA including:
 - a. The implementation, coordination, administration and supervision of any legislation of the GSA;
 - b. Reporting any wrongdoing, or suspected wrongdoing, in reference to the Letters Patent, Supplementary Letters Patent (if any), GSA Bylaw, and other such regulations of policies of the GSA upon their discovery so as they may be voiced at the next meeting of the Board;
 - c. Discussing and formulating policies and projects that further the objects of the GSA;
 - d. Initiating and recommending to the Board projects and changes in GSA legislation;
 - e. Exercising all the powers of the Board (subject to any restriction imposed by the Board), during the intervals between meetings of the Board (at all times in the best interests of the GSA), and report to the Board at the next meeting on any such actions taken;
 - f. Acting on behalf of the Board on urgent matters arising between regular Board meetings in cases where it is not possible to convene a meeting of the Board. The committee may also act on behalf of the Board for long durations when it is expected the Board will not meet, provided the Board give this authority prior to the period;
 - g. Being responsible to the Board for the development and monitoring of short and long-term planning for the GSA, recommending priorities to the Board with respect to organizational development;



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- h. Studying and advising, or making recommendations to the Board on any matter as directed by the Board; and
- i. perform such other duties as assigned from time to time by the Board by by-law, resolution or policy.
- j. Reviewing (with or without staff) any corporate or other risk other than normal operational legal action, and any significant litigation, which could have a material effect on the organization;
- k. Undertaking the staff performance evaluation process, as outlined in that employee's contract,
- l. Bring forward recommendations to the Board regarding the compensation package for any staff; following the process outlined in their contract, and
- m. Provide coaching and guidance to staff, as required,
- n. The Executive Committee shall perform such other duties as are incidental to the carrying out of these duties.

Quorum:

- 15. A majority, fifty percent plus one (50%+1), of the voting Committee Members shall form a quorum for the transaction of business. No business shall be transacted at a Committee meeting unless a quorum is present.

Resources:

- 16. The GSA Executive Director shall assign resources to support the Committee as needed or requested.

Reporting:

- 17. The Committee is directly responsible to the Board and will report to the Board after each committee meeting at the next scheduled Board Meeting via the Committee Chair.
- 18. Minutes of the Committee meetings may be made available to the Board.

Meetings:

- 19. The Committee will meet at least twice per month, or more frequently if required. Such meetings will normally be scheduled the week prior and the week following the meetings of the Board of Directors.

Term of Office:

- 20. The term of office for all Committee members, except the ex-officio, non-voting members is for a period of one (1) year, running from May 1st until April 30th the following year.