

1. ESTABLISHMENT

The General Faculties Council (GFC) hereby establishes a standing committee called the Executive Committee as provided for in the GFC Bylaws, and delegates to the Executive Committee the authorities set out herein.

The President and Vice-Chancellor shall act as the responsible senior administrator to the Executive Committee, providing the link between senior administration and the Executive Committee.

2. MEMBERSHIP

Chair

President and Vice-Chancellor

Vice-Chair

Provost and Vice-President, Academic

Members

- University Registrar
- One (1) Deans' Council Representative, elected by Deans' Council
- Five (5) Academic Staff Members of GFC, elected by GFC¹
- One (1) Student Member of GFC, elected by SAMRU

¹*Maximum of two members per Faculty to ensure broad Faculty Representation*

Resources

General Counsel and University Secretary

Recording Secretary

Assistant University Secretary, GFC

3. ROLE

The Executive Committee acts as the executive body of GFC and, in general, carries out the functions delegated to it by GFC.

In extraordinary circumstances or when there is an extended break between meetings, the Executive Committee shall act on behalf of and with the full authority of GFC on matters that require immediate action between regularly scheduled meetings. Actions taken under this delegation of authority must be reported to GFC at the next regular meeting of GFC.

The Executive Committee also oversees and advises on the governance and membership of GFC. The Executive is responsible for recommending revisions to GFC Bylaws, rules and procedures to expedite functioning of the body.

The Executive Committee may be called upon to advise or act upon matters not within the jurisdiction of another GFC standing committee.

4. RESPONSIBILITIES

Without restricting the generality of its role and within its delegated authorities, the Executive Committee shall:

- 4.1 Meet as required to deal with matters delegated by GFC and/or referred by another committee.
- 4.2 In extraordinary circumstances, act on behalf of, with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings.
- 4.3 Review the GFC Bylaws, rules, procedures, governance and evaluation of GFC and its committees and report with appropriate recommendations to the GFC for improved effectiveness.
- 4.4 Review and approve the agendas for upcoming GFC meetings, ensuring that agenda materials are sufficiently developed to afford productive debate at the GFC meeting.
- 4.5 Consider matters taken to other GFC standing committees where additional advice or recommendation is considered desirable, and matters that do not fit within the jurisdiction of another GFC standing committee.
- 4.6 Recommend the establishment of and revisions to GFC committee charters to the GFC for approval.
- 4.7 Appoint external members to Faculty Councils pursuant to section 28(4) of the Post-secondary Learning Act.
- 4.8 Encourage nominations for vacancies on GFC standing committees and other bodies requiring representation from GFC or the academic community.
- 4.9 Such other activities and responsibilities delegated or assigned to it by GFC from time to time.

4.10 Where the Chair of Executive Committee deems it necessary, a special meeting of the Executive Committee shall be called to deal with urgent matters.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC, GFC standing committees, the Chair, Vice Chair and the Secretary.

6. DELEGATED AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

6.1 In extraordinary circumstance, act on behalf of, with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings.

6.2 Require changes to agendas for upcoming GFC meeting (this action does not need to be reported to GFC).