

**PRESIDENT AND CEO'S CABINET
TERMS OF REFERENCE**

SECTION: Executive Administration
EFFECTIVE DATE: March 15, 2011
APPROVAL DATES: March 15, 2011 August 19, 2014 July 10, 2015 September 13, 2016 November 7, 2017 September 18, 2018
LATEST APPROVAL: January 28, 2020
NEXT REVISION: August 2020
APPROVING AUTHORITY: Original signed by the President and CEO

MANDATE:

The President and CEO's Cabinet (Cabinet) is a key governance body of the Alberta University of the Arts (AUArts) which advises the President and CEO on all issues related to the day-to-day management of the institution and on those items delegated from the President and CEO.

AUTHORITY and ACCOUNTABILITY:

Cabinet has the authority delegated to it by the President and CEO under the Post-Secondary Learning Act and the President and CEO's Delegation of Authority Policy. As the President and CEO remains accountable to the Board for any actions of a sub-delegate under the Board Delegation of Authority Policy, Cabinet is accountable to the President and CEO for its actions.

PURPOSE:

The President and CEO delegates specific duties to Cabinet in accordance with the Post-Secondary Learning Act and the Board of Governors delegations to the President and CEO. For ease, Cabinet primarily has responsibility for the following:

1. Working with the President and CEO to oversee the day-to-day management of the university.
2. Preparing the Comprehensive Institutional Plan, Annual Report, and Budget for the President and CEO to present to the appropriate Board committee for review.
3. Preparation of all other reports and materials requested by the Board and delegated by the President and CEO or required in institutional policy and procedure, including the annual Legislative Compliance Report and the Risk Management Report.
4. Ensuring operational functions lead to the achievement of strategic plans established by the Board and General Faculties Council within AUArts' mandate.
5. Building and maintaining effective relationships and communication with key internal and external governance bodies and stakeholders.
6. Stewardship of resources in line with Board decisions, including operating, capital requests and allocations.
7. Long-range operational planning and HR strategies.
8. Working within the AUArts governance structure to develop new institution-wide supporting services or operations.
9. Preparing and recommending to the President the approval of institutional level policies and procedures in line with the Board of Governors Policy Development Policy and governance structures.
10. Preparation of any other reports as requested by the Board of Governors and delegated by the President and CEO.
11. Providing consultation to the Board of Governors and the General Faculties Council when requested.
12. Prioritizing student learning and experience in all decisions.

MEMBERSHIP (FOR 2019-2020):

- President and CEO (Chair)
- Vice President, Administration
- Vice President, Academic and Provost
- Vice President, Advancement
- Executive Director, Continuing Education and Professional Development
- University Secretary

TERM:

The individual who holds the position named under membership serves until the individual no longer holds the position listed or if the position is removed from the Membership listing in future versions of these terms of reference.

MEETINGS:

- The President and CEO, or designate, acts as the chair for Cabinet meetings.
- The Chair will hold bi-weekly meetings in the Fall 2019, and three meetings per month in the Winter and Spring semesters. Whenever needed, special meetings can be added to the schedule.
- A simple majority of Cabinet members constitutes quorum for Cabinet.
- The President and CEO will cast the deciding vote in the event of a tie or consensus cannot be reached.
- The President and CEO will approve the agenda with members presenting items related to the delegated duties of Cabinet.
- Cabinet members will submit agenda items and supporting materials, either as items for discussion or recommendation to the President and CEO, by no later than end-of day Thursday prior to the following week's cabinet meeting.
- The Cabinet secretary will circulate agendas and support material via email two business days prior to a regular Cabinet meeting and one day prior to a special meeting.

RESOURCES:

- A Cabinet member may request information from groups or individuals at AUArts as part of supporting material for an agenda item
- The Chair, on recommendation of a Cabinet member, may invite specific individuals (internal and external) to attend a meeting to present an item for discussion or for Cabinet to deliberate on a recommendation to the President and CEO.

- Cabinet may strike sub-committees and may appoint members outside the Cabinet to sit on these sub-committees
- The Executive Assistant to the President and CEO will serve as secretary to Cabinet as needed

REFERENCES:

Post-Secondary Learning Act

Mandate Statement of the Alberta University of the Arts

Mandate and Roles Document for the Alberta University of the Arts

Board of Governors: Code of Conduct Policy

Board of Governors: Delegation of Authorities Policy

Executive Administration: President and CEO Delegation of Authorities Policy

Signing Authority Matrix