

Executive Committee of Council

Role

The Executive Committee of Council (ECC) reports to Council. Bylaw No. 19 states that, subject to the power of the Council to restrict the powers of the Executive Committee, the Executive Committee shall possess and may exercise during intervals between meetings of Council all of the powers of Council in the administration of the affairs of the Royal College subject to the limitations of the applicable law (Article 12.6).

In addition, the ECC makes recommendations to Council on the readiness of major policy issues for decision, and oversees the implementation of policies and the general operations of the Royal College.

Responsibility and Authority

The Executive Committee:

- assists Council in ensuring the legal and ethical integrity of the Royal College;
- contributes to the formulation of the values, mission, vision, goals, objectives and strategic directions of the Royal College;
- formulates and approves general policies, some of which may require Council approval;
- monitors and supports the implementation of policies, directives, and the general functions of the Royal College as appropriate;
- reviews reports and recommendations from standing committees and others as may be required prior to presentation to Council,
- appoints members to standing and other committees, as appropriate, in keeping with established committee terms; and
- through the CEO, monitors operations of all Royal College functions and reports to Council.

Composition

It is important for the membership of the ECC to reflect a balance of perspectives, skills and experiences. The composition of the ECC is stated in Article 12.1 of Bylaw No. 19 and consists of five members of Council of which up to 4 shall be standing committee chairs depending on the number of standing committees then in existence.

The President is chair but not a member. The Immediate Past-President or the President-Elect (as the case may be) and the CEO are also entitled to attend and be heard at all meetings of the Executive Committee without voting rights.

Term of Office

The term of Office for Executive Committee members, as defined in the Royal College Bylaw No. 19, is 2 years and each member shall be eligible for re-appointment to 1 additional term.

In the event of the death, resignation or removal of an Executive Committee member or inability to serve because of ill health, the Council shall appoint a replacement from among the members of Council.

Key Competencies and Characteristics

Generally, Executive Committee members should possess the same key competencies and characteristics of members of Council including ability and willingness to advance the purpose of the Royal College as set out in its mission, vision, letters patent and letters of continuance; knowledge of principles of good governance, and ability to align this knowledge with related Royal College systems and processes; demonstrated exceptional administrative and organizational leadership; demonstrated exceptional record of accomplishment at the Royal College and elsewhere; ability and willingness to champion, advocate and hold in trust the strategic development of a Royal College portfolio; and the ability and willingness to chair and participate effectively in committees and meetings.

Meetings

The Executive Committee shall meet three times per year between meetings of Council, in person or by other means, and may take decisions by letter, fax or e-mail with the agreement of all members of the Executive.

A majority of the members of the Executive shall constitute a quorum (Article 12.7, Bylaw No. 19).

Appointment to a Royal College committee carries significant responsibilities and requires absolute discretion. Committee members shall not divulge, copy or release any confidential information except when authorized by the Royal College.

Past approvals:

- Council April 27/28, 2006 (Resolution 2006-032)

Current approval: Council Meeting, June 17-18, 2013 (Resolution No. 2013/14-24)