

ASSOCIATION OF COMMONWEALTH UNIVERSITIES

Terms of reference for the Executive Committee

These terms of reference are based on the Council's wish to ensure that, by delegating responsibilities to an Executive Committee, the business of the Association can be conducted efficiently and effectively between meetings of the Council itself.

1. Membership

The Council has appointed an Executive Committee under Article 12 of the Charter. The Committee consists of the Chair of the Council (Chair), the Vice-Chair of the Council, the Honorary Treasurer, plus two other members appointed by the Council. A further member may be co-opted by the Chair should the need arise.

2. Frequency of meetings

The Committee is accountable to the Council and it shall meet at least twice a year - once face to face, alongside a Council meeting, and once electronically. However, should the Committee's business demand it, additional meetings may be conducted by tele/video-conference.

3. Quorum

The Committee shall be quorate if three of its members are either present at a face-to-face meeting or participate in a tele/video-conference.

4. Responsibilities

The Committee has the following delegated responsibilities:

- i. To consider and recommend for approval by the Council the Association's medium to long-term strategy, with particular reference to the integrated planning of the human, physical and financial resources required to achieve the proposed strategic objectives.
- ii. To ensure that the consideration of matters and decisions relating to strategy, performance and resources are consistent with the Association's wish to promote equality and eliminate discrimination.
- iii. To keep a watchful eye, and be prepared to advise, on the implementation of the medium to long-term strategy approved by the Council.

- iv. To approve and recommend to the Council the Association's annual revenue and capital budgets, in order to achieve the objectives of the approved strategy.
- v. To ensure the implementation of the approved budgets, including the monitoring of performance against budgets.
- vi. To consider, approve and keep under review the method by which resources are allocated within the Association and to receive regular reports from the Secretary General on these matters.
- vii. To receive the annual accounts for the Association and recommend their approval to the Council.
- viii. To keep under review the performance of the Association and to oversee the implementation of mechanisms required to measure performance.
- ix. To be a point of reference and advice about the overall day-to-day business of the Association whilst maintaining the appropriate balance between implementation of policy and the responsibilities of executive management.
- x. To reflect in its decisions the risk strategy and risk management processes approved by the Audit and Risk Committee.
- xi. To have regard in its decisions to the responsibilities of the Council as trustees.
- xii. To consider and determine such other matters as may be delegated or referred to it by the Council.
- xiii. To report to each meeting of the Council on the work it has undertaken on the Council's behalf.
- xiv. For the efficient running of the affairs of the Association, Council should delegate, until its next meeting or further resolution by the Council, all of its powers to the Executive Committee except those of:
 - Electing the Association's office bearers
 - Appointing members of the Executive Committee (other than filling of casual vacancies)
 - Amending the Charter and Statutes and making and amending Bye-Laws

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