

Executive Committee – Terms of Reference

Approved by: SEAMO Governing Committee	Approved on: 1998-02-12
Reviewed by: SEAMO N&GD Committee	Revised on: 2003-06-03
	2010-10-05
	2014-02-04
	2020-09-14
	2022-11-30
	2023-06-12
Reviewed: Annually	Page: 1 of 1

1. **Role:** The Executive Committee acts as a facilitator for an effective Governing Committee:
2. **Responsibilities:**
 - Organize and coordinate the business of the Governing Committee
 - Identify policy issues requiring study and resolution, and refer matters to committees to deal with or to formulate policy for consideration by the Governing Committee
 - Conduct specific Governing Committee functions as directed by the Governing Committee
 - Recommend policies to the Governing Committee
 - Promote the effectiveness and efficiency of the Governing Committee and its committees
 - Exercise the full powers of the Governing Committee in all matters of urgency, if the chair is unable to constitute an emergency meeting of the board, reporting every action at the next meeting of the Governing Committee
3. **Membership:**
 - Shall be comprised of:
 - 1) Chair of the Governing Committee
 - 2) Vice Chair of the Governing Committee
 - 3) President of CTAQ, with the right of an alternate to be selected from among the CTAQ representatives of the Governing Committee
 - 4) Kingston Health Sciences Centre representative on the Governing Committee
 - 5) Providence Care Hospital representative on the Governing Committee
 - 6) A Queen’s University representative
 - 7) Chair of the Resources Committee
 - 8) Chair of the Accountability Committee
 - 9) Chief Executive Officer of SEAMO
4. **Chair:**
 - Shall be the Chair of the Governing Committee
5. **Quorum:** Any five (5) members constitute a quorum
6. **Meetings:** At least three (3) times a year or at the call of the Chair

7. **Resources:** Medical Director and Executive Director of SEAMO
8. **Reporting to:** SEAMO Governing Committee