

PRESIDENT AND 'CEO'S CABINET

TERMS OF REFERENCE

SECTION: Executive Administration
EFFECTIVE DATE: July 1, 2022
APPROVAL DATES: March 15, 2011 August 19, 2014 July 10, 2015 September 13, 2016 November 7, 2017 September 18, 2018
LATEST APPROVAL: June 28, 2022
NEXT REVISION: July 2023
APPROVING AUTHORITY: Initially signed by the President and CEO

MANDATE:

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

AUTHORITY and ACCOUNTABILITY:

Cabinet, through its members, 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 the Cabinet in accordance with the Post-Secondary Learning Act and the Board of Governor's 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 management of the university.
2. Prioritizing student learning and experience in all decisions.
3. Preparation of the Annual Report and any other relevant documentation and materials requested by the Board and/or required by the government 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 the annual report as approved by the Board 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. Providing the interface between administration and Deans' Council, which acts as an advisory body to both the Board of Governors and the General Faculties Council.
9. Working within the AUArts governance structure to further develop institution-wide supporting services or operations.

MEMBERSHIP (FOR 2022-2023):

- President and CEO (Chair)
- Vice President, Finance and Operations
- Dean, Academic Programs
- Vice President, Advancement
- Dean, Innovation, Learning & Development
- Dean of Students
- Executive Director, People and Culture
- University Secretary

RESOURCE:

- Executive Assistant (compilation and recording resource, secretary to Cabinet)

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, regular or designate, acts as the Chair for Cabinet meetings.
- The Chair will hold regular meetings beginning in Fall 2022, and special meetings may be added to the schedule whenever needed.
- A full-day Cabinet Retreat is held annually in June at the end of the academic year.
- A simple majority of Cabinet members constitutes a quorum for Cabinet.
- On issues requiring decisions or consensus, Cabinet will provide a recommendation for approval by the President and CEO.
- The President and CEO will approve the agenda, which may include items presented by members as it relates to their respective portfolios.
- Cabinet members may submit agenda items and supporting materials, either as items for discussion or recommendation to the President and CEO, by no later than the end-of-day Wednesday for Operational meetings scheduled to occur on Mondays. The President and CEO will create the agendas for Strategic meetings scheduled to occur on Tuesdays. All Cabinet meetings will occur in person in 2022-2023 unless otherwise noted.

- The Executive Assistant, acting as secretary to the Cabinet, will circulate agendas and support material via email no later than two business days before a regular Cabinet meeting and one day before a special meeting.

RESOURCES:

- A Cabinet member may request information from groups or individuals at AUArts to support material for an agenda item.
- The Chair, on the 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.

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