

President's Cabinet Terms of Reference

1. Mandate and Role of the Committee

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.

2. Authority and Accountability

Cabinet, through its members, has the authority delegated to it by the President and CEO under the Post-Secondary Learning Act (PSLA) and the Delegation of Authority Policy. As the President and CEO remains accountable to the Board and for any actions sub-delegated under the Board Delegation of Authority Policy, Cabinet is accountable to the President and CEO for its actions.

3. Areas of Responsibility

The President and CEO delegates specific duties to the Cabinet in accordance with the PSLA and the Board of Governor's delegations to the President and CEO. The Cabinet is responsible for dealing with matters that concern the university as a whole.

Cabinet has responsibility for the following:

- a. Working with the President and CEO to oversee the management of the university.
- b. Prioritizing student learning and experience in all decisions.
- c. Advising on strategic matters, including University Strategy and oversight against outputs, milestones, timelines, budgets, risks, and ensuring integration and alignment.
- d. Advising on issues and reputation management.
- e. Advising on appropriate consultation and reciprocal communication with the university community.
- f. Reviewing institutional policies and procedures as delegated by the President and CEO and reviewing related processes, such as risk management and legislative compliance.
- g. Stewarding the development, implementation, and execution of institutional plans, such as the strategic plan, the academic plan and HR strategies.
- h. Building and maintaining effective relationships and communication with key internal and external governance bodies and stakeholders.
- i. Advising on opportunities for strategic partnerships and alliances with key stakeholders across academic, government and industry spheres to advance the objectives of the University.
- j. Ensuring operational functions lead to the achievement of the annual report, strategic plans as approved by the Board within 'AUArts' mandate.
- k. Stewarding resources in line with Board decisions.
- l. 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.

- m. Leading the drafting/compiling of the Annual Report to government and any other relevant documentation and materials requested by the Board and/or required by the government and delegated by the President and CEO.
- n. Working within the AUArts governance structure to further develop institution-wide support services or operations.
- o. Providing a forum for the exchange and challenge of ideas, to actively disrupt for positive change, express opinions, future proofing, and good practice.

4. Composition

4.1 Voting Members

- a. President and CEO, Chair
- b. Vice President, Finance and Operations
- c. Vice President, Academic
- d. Executive Director, External Relations
- e. Dean, Innovation, Learning & Development
- f. Dean of Students
- g. Executive Director, People and Culture
- h. University Secretary

4.2 Resource Members

Executive Assistant to the President and CEO (recording secretary)

4.3 Guests

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.

4.4 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.

5. Quorum

At least 50% of the voting members.

6. Voting

On issues requiring decisions or consensus, Cabinet will provide a recommendation for approval by the President and CEO.

7. Meetings

7.1 Schedule

Cabinet members will be provided with a schedule of meeting dates for regular meetings in advance of each Meeting Year, normally September to June, special meetings will be scheduled as needed on direction of the Chair.

7.2 Agendas

The Chair is responsible for the agenda of regular and special meetings. Cabinet members will be asked to suggest items for inclusion at regular meetings five (5) business days in advance of the meeting.

7.3 Materials

Supporting materials associated with Agenda items must be submitted three (3) business days in advance of meetings, a notice will be sent when materials are available for review.

7.4 Retreat

A full-day Cabinet Retreat will be held annually, normally in June.

8. Sub-Committees and Working Groups

Cabinet may strike sub-committees and/or working groups and may appoint members outside the Cabinet to sit on these bodies.

9. References

- Post-Secondary Learning Act (PSLA)
- Mandate and Roles Document for the Alberta University of the Arts
- Board of Governors: Code of Conduct Policy
- Board of Governors: Delegation of Authority Policy
- Delegation of Signing Authority Policy and Matrix

10. Approval History

- March 15, 2011
- August 19, 2014
- July 10, 2015
- September 13, 2016
- November 7, 2017
- September 18, 2018
- July 1, 2022