



**Saskatchewan College of Paramedics
Committee Terms of Reference**

Committee Name: Executive Committee

Date: June 25, 2012

Purpose:

The Executive Committee provides oversight and direction of the affairs of the College between Council meetings.

Membership:

Three committee members are appointed by Council from Council members. This must include the President who shall be chair of the committee and the Vice-President. The Executive Director is a non-voting member of the committee. Committee members are appointed for a two year term. The member at large position is renewable once. All efforts will be made that the terms of office are staggered to ensure continuity.

Responsibilities:

1. Provide direction to the Executive Director respecting any Council decision which cannot wait for the next regularly scheduled Council meeting
2. Report to each Council meeting on any decisions taken
3. Implement personnel policies as they apply to the Executive Director

Resources:

From time to time Council may establish funds to support committee activities. Expenses of committee members to participate in committee meetings and activities will be reimbursed according to college policy. The committee may invite people with expertise as needed. However, there are no funds available for honoraria or expenses for those invited.

Accountability:

The committee may meet as needed at the discretion of the chair or Council and will report in a timely fashion to the Council. The committee shall abide by college policies and work within the budget provided by Council. Committee members are expected to attend committee meetings and participate in committee activities on a

reliable basis. The *Administrative Bylaws* provide a means for removal and replacement of committee members by council in situations where regular attendance is not maintained.

Authority:

According to the *Administrative Bylaws*, Section 36:

36. Executive Committee

36.1 The membership of the executive committee shall be:

36.1.1 the president who shall be the chairperson;

36.1.2 the vice-president who is in the absence of the president shall perform the duties of the chairperson; and

36.1.3 one member at large of the Council appointed by the Council.

36.2 The duties of the executive committee shall be:

36.2.1 to make necessary decisions between scheduled Council meetings;

36.2.2 subject to the bylaws, appoint as required a professional conduct committee to investigate a complaint;

36.2.3 Subject to the bylaws, appoint as required a discipline committee to hear a formal complaint contained in a written report of the professional conduct committee;

36.2.4 to carry out any other powers or duties that council may delegate to it pursuant to section 13 of the *Paramedic Act*.