

AB EXECUTIVE COMMITTEE TERMS OF REFERENCE

Policy Type: Governance Process

The Executive Committee enhances the AB's effectiveness and efficiency regarding matters of an urgent nature and meeting agendas.

1. Purpose/Product

Preparations which enhance the AB's ability to conduct its business in a productive manner and to make decisions on urgent matters, including:

- 1.1 Decisions on behalf of the AB, only in urgent situations when it is not feasible to convene a quorum of the AB.
- 1.2 Alternatives and options for the AB's consideration on any matter referred to the Executive Committee or to the chair by the EC Board.
- 1.3 Determining issues and updates to be brought to the attention of the EC Board.
- 1.4 Advice to the AB Chair on agenda development.
- 1.5 Determining AB's representation at meetings and conferences of other organizations.
- 1.6 Retaining specialists to assist in carrying out AB functions.
- 1.7 Establishing committees and task groups. Appointing committee/task group members with appropriate terms of reference.
- 1.8 Receiving reports from committees and task groups.
- 1.9 Determining visiting team chairs or members for Canadian and international accreditation-related visits.

2. Authority

- 2.1 Decisions on behalf of the AB, only in urgent situations when it is not feasible to convene a quorum of the AB.
- 2.2 Alternatives and options for the AB's consideration on any matter referred to the Executive Committee or to the chair by the EC Board.