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.