



**Association of Professional Geoscientists of Ontario  
Executive Committee  
Terms of Reference**

**Mandate**

- The Executive Committee is a Standing Committee of Council and is responsible for implementing policy decisions of Council and managing the Association on behalf of Council

**Functions and Responsibilities**

- Initiate proposals for submission to Council
- Be responsible for the annual or periodic review of the executive director & registrar and/or senior management
- Take any interim action required in the event of an emergency where time does not permit the meeting of Council provided such action is not contrary to the Act, Regulations and By-laws
- Appoint committees to deal with management and administrative related matters that may arise from time to time
- Other duties and responsibilities that may be assigned by Council from time to time

**Outcomes and Deliverables**

- Regular reporting to APGO Council on findings of the Committee

**Operational Considerations**

- Meetings of the Executive Committee will be held as frequently as required
- Minutes of meetings should be prepared and delivered to the Executive Director and Registrar of the APGO and to Committee members within 30 days of said meeting being held
- Resource requirements, both from a staffing and funding perspective, should be produced, at minimum, annually in conjunction with the annual budgeting process
- The business of the Committee shall be conducted in accordance with By-Law No.1
- The chair of the Committee shall ensure that the minutes of all meetings are distributed with the agenda for the next meeting of Council
- All actions and decisions of the Committee are subject to review at the next meeting of Council

**Status and Authority**

- The Executive Committee is a Standing committee of the APGO as noted in By-Law No. 7, Standing Committees of Council
- The Committee reports to Council through its chair
- The Executive Committee shall operate within the terms of the Act, Regulations and its By-Laws.
- Recommendations and decisions of the Committee will be by majority
- The Committee's term is open ended

## **Composition/Organization**

- The Executive Committee, in accordance with the APGO By-Law No. 7 is to be comprised of (but not limited to)
  - the president
  - the vice president
  - the past president
  - the treasurer
  - one councillor who is a non-member appointee; and
  - the executive director (sitting as ex-officio)
- In the event that a councillor who is a non-member appointee is unable to sit on the Executive Committee, Council shall appoint an elected councillor to represent the non-member appointees
- The president shall be the chair of the Executive committee
- The term of the members of the committee will generally begin in June of the year appointed, coincident with the Annual General Meeting of the APGO
- A majority of the committee members constitute a quorum

## **Review**

- The Terms of Reference of the Executive Committee will be reviewed at least once every three years

## **References**

- Professional Geoscientists Act, 2000
- APGO By-Laws No. 1 - Business
- APGO By-Laws No. 7 - Standing Committees of Council