

## **Ordinance Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

### **CHAIRS' COMMITTEE**

#### **Terms of Reference**

**1. Authority**

The primary responsibility of the Chairs' Committee is to advise or decide on urgent or highly confidential matters on behalf of the Council, which in the judgment of the Chair of the Council cannot wait until the next regularly-scheduled meeting of Council and when it is not possible to call a special meeting of Council. Matters reserved to the Council under Statute 9 and Ordinance B8 are excluded from the Committee's authority.

**2. Duties**

To advise or decide on urgent or highly confidential matters in accordance with the statement of authority above.

**3. Composition**

3.1 The Committee shall comprise:

- 3.1.1 The Chair of the Council (in the chair)
- 3.1.2 The Vice-Chair of the Council
- 3.1.3 The Vice-Chancellor & President
- 3.1.4 The Chairs of the following standing committees of the College Council
  - Audit, Risk and Compliance Committee
  - Estates Strategy Committee
  - Finance Committee
  - Governance & Nominations Committee
  - Staff & Culture Strategy Committee

3.2 The University Secretary or designate shall act as Secretary to the Chairs' Committee.

**4. Frequency of meetings**

The Committee meets at the call of the Chair.

**5. Reporting Procedures**

- 5.1 A report of each meeting of the Committee will be circulated to all members of College Council.
- 5.2 Any decisions taken shall be reported to the Council at the earliest opportunity, and no later than the next regularly-scheduled meeting of Council.