

TERMS OF REFERENCE

for

DCU EXECUTIVE COMMITTEE

Version Control

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Unit Owner	Office of the Chief Operations Officer	
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Introduction

The University's strategies are supported by University's structures, resources and operations and are strengthened by appropriate frameworks of governance and accountability. Chaired by the President, the Executive Committee is a decision making body of the University, charged with the task of advising the President and deciding on policy and strategy of the University. At all times, the Executive Committee provides leadership in and reflects the principles of good governance with a transparent and informed decision making approach.

1. Role and Functions of the Executive

The Executive of the University is responsible for:

- 1. Supporting and contributing to the future direction of DCU by advising the President on issues of strategic and operational importance;
- 2. Approving University Policy and Procedures;
- 3. Reviewing and monitoring the University's strategic planning;
- 4. Review and approval of the organisational structures;
- 5. Having financial oversight of the University with quarterly updates provided by the Chief Financial Officer;
- 6. Approval of contracts/commitments in accordance with the Signing Authority policy.
 - a. All contracts valued at €375k (incl. VAT) require Executive approval.
- 7. Received updates on major capital projects;
- 8. Property transactions including sale, purchase or lease of University property:
- 9. Approving recruitment of staff posts on the recommendation of the Resource Committee;
- 10. Oversight of the University's risk, compliance and governance processes:
- 11. Making recommendations to Governing Authority of University for matters reserved to the Authority, including:
 - a. Contracts valued at €750,000 and above;
 - b. Degree Programme Fee Rates;
 - c. The annual University budget;
 - d. Recommendation for appointment of emeritus / emerita / adjunct faculty;
 - e. Consolidated annual financial statements; &
 - f. Appointment of legal, tax and audit service providers.
- 12. Advising the Governing Authority on such matters as are referred to it by the Governing Authority.

The Executive may form sub-committees, as appropriate, which assist the Executive in the execution of its functions. The full list of Executive sub-committees is shown in Appendix 1.

The Executive provides a forum for a broader perspective on discussions and decision making that have university-wide implications.

2. Meetings and Quorum

The Executive will normally meet on a fortnightly basis. The quorum for a meeting of the Executive is 50% of members plus one for the meeting to proceed.

3. Agenda

The agenda for the standard meetings will normally be determined by the President. Members of the Executive can request the inclusion of an item on the agenda. Normally, the agenda for the meeting will be structured in four parts as follows: items for noting, items for decision, items for discussion and HR matters. In exceptional circumstances the Chair may indicate that for legal, or other reasons, the Executive is not at liberty to discuss a specific tabled agenda item.

4. Chairing meetings

Meetings will be chaired by the President or, in his/her absence, by the Deputy President, or a person designated by the President. The President may invite non-members to be in attendance, or to attend to speak to items in which they have special knowledge.

5. Conflict of Interest

Members will, in advance of a meeting or during a meeting where it becomes relevant, declare a conflict of interest in an agenda item. In those circumstances, the member will withdraw from the meeting while that agenda item is being discussed. The declared interest together with the consequent action agreed, noting that the member was not present for the discussion of that agenda item, will be recorded in the minutes.

6. Review of Executive Committee Terms of Reference

The Executive will review its terms of reference as required, but at a minimum every 3 years.

7. Membership

Ex officio membership:

- i. President (Chair)
- ii. Deputy President
- iii. Vice-President, Academic Affairs/Registrar
- iv. Vice-President, Research and Innovation
- v. Chief Operations Officer
- vi. Chief Financial Officer
- vii. Vice-President People, Equality, Diversity and Inclusion
- viii. Executive Deans (5)
- ix. Dean of Teaching and Learning
- x. Dean of Graduate Studies
- xi. Dean of Global Relations
- xii. Executive Director of Engagement
- xiii. Dean of Students
- xiv. Director of Communications, Marketing and Events
- xv. President of the Students' Union

Elected Staff Members:

Staff (2) – 1 male and 1 female

In Attendance:

CEO, DCU Educational Trust

Recording secretary

8. Term of Office Elected members of the Executive will serve a two-year term of office.

9. Operational Matters

The operational procedures for DCU Executive are attached as Appendix 1.

Appendix 1

DCU EXECUTIVE COMMITTEE OPERATIONAL PROCEDURES

- 1. Meetings
- 2. Quorum
- 3. Agenda
- 4. Chairing meetings
- 5. Minutes
- 6. Declaration of Conflict of Interest
- 7. Review of Terms of Reference
- 8. Sub Committees of Executive

1. Meetings of the Executive Committee

The standard meeting of the Executive will normally be scheduled on a fortnightly basis (alternate Tuesday mornings).

Meetings of the Executive Committee can be physical, virtual or hybrid.

As the issues being addressed by the Executive may require different mechanisms to implement them, the President may decide on an alternate meeting format, such as away-days or facilitated discussions etc. In such circumstances, any decision(s) taken will be noted in the minutes of the Executive's next meeting.

2. Quorum

The quorum for a meeting of the Executive is 50% of members plus one for the meeting to proceed.

3. Agenda

The agenda for the standard meetings will normally be determined by the President. Members of the Executive can request the inclusion of an item on the agenda.

The approved agenda will be uploaded to the shared Google Drive at least two working days before the meeting, together with any supporting documentation. Agenda items and supporting documentation received, or proposed, later than two working days before the meeting will not be included for the meeting, unless it is not possible to submit the item/materials in time and an urgent decision is required.

The agenda for extended, or non-standard meetings of the Executive will be agreed at least one week prior to the meeting taking place. These meetings will typically have a single item for discussion.

Secretariat and administrative support for the meetings of the Executive will normally be provided by the President's Office.

The agenda for the Executive meeting will normally be structured in four parts

as follows: items for noting, items for decision, items for discussion and HR matters. HR items are normally presented with only full Executive members who are full-time members of staff in attendance. In exceptional circumstances the Chair may indicate that for legal, or other reasons, the Executive is not at liberty to discuss a specific tabled agenda item.

4. Chairing meetings

Meetings will be chaired by the President or, in his/her absence, by the Deputy President, or a person designated by the President. The President may invite non-members to attend to speak to items in which they have special knowledge.

5. Minutes

Minutes will be made available on the internal DCU web with any confidential or commercial information excluded.

6. Facilitation of decisions between meetings

When required, decisions maybe taken between meeting electronically where a minimum of 60% of the members of Executive have approved the request via email.

7. Declarations of Conflict of Interest

Members will, in advance of a meeting or during a meeting where it becomes relevant, declare a conflict of interest in an agenda item. In those circumstances, the member will withdraw from the meeting while that agenda item is being discussed. The declared interest together with the consequent action agreed, noting that the member was not present for the discussion of that agenda item, will be recorded in the minutes.

8. Review of Executive Committee Terms of Reference

The Executive will review its terms of reference as required, but at a minimum every 3 years.

9. Sub Committees of Executive

The Executive may form sub-committees, as appropriate, which assist the Executive in the execution of its functions. At this time, the following is the list of Sub-Committees that report to Executive:

- a. Resource Committee
- b. Capital Projects Committee
- c. Equality, Diversity and Inclusion Steering Committee
- d. Health and Safety Steering Group
- e. IS Governance Committee
- f. Quality Promotions Committee
- g. Scholarships Oversight Committee
- h. Space Planning and Management Group
- i. Data Governance Committee

Minutes of sub-committees will be forwarded to Executive for Noting.