

College of Micronesia-FSM

**EXECUTIVE COMMITTEE
(EC)
Terms of Reference**

A. Authority

The Executive Committee (EC) operates through the authority of and reports to the President for approval.

B. Purpose

The purpose of the EC is to improve communication between all COM-FSM internal constituents, ensure experiential decision making, enhance team building and integration, and provide authentic and effective participatory governance. The EC will make decisions and/or recommendations to the President on matters relating to all COM-FSM internal constituents.

C. Membership

The members of the EC selected at the beginning of each academic year and must include:

- Chair of the Council of Chairs (COC)
- Chair of the Management Team (MT)
- Deans of all state campuses (Pohnpei, Yap, Chuuk and Kosrae)
- President of COM-FSM
- President of Faculty/Staff Senate (FSS)
- President of the Student Body Association (SBA)
- Vice President for Administrative Services (VPAS)
- Vice President for Cooperative Research and Extension (VPCRE)
- Vice President for Instructional Affairs (VPIA)
- Vice President for Institutional Effectiveness and Quality Assurance (VPIEQA)
- Vice President for Student Services (VPSS)

The President will serve as chair. In the President's absence, the Acting President will serve as chair. The president's office will provide a secretary for all meetings. The secretary is a non-voting member.

Responsibilities of committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings;

- Share information on committee discussions, recommendations and decisions with COM-FSM and gather input from their area of representation; and
- Carry out assignments.

D. Organization

The President is the chair of the EC. The chair's responsibilities are to:

- Prepare and distribute the agenda prior to each meeting;
- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner;
- Review decisions and/or recommendations for approval/action as required; and
- Communicate feedback on recommendations to the committee.

The secretary is provided by the president's office. The responsibilities of the secretary are to:

- Take and prepare accurate minutes.
- Record attendance of committee members.
- Distribute the minutes to the EC members 3 working days after the meeting.
- Distribute approved minutes on the EC and COM-FSM WIKI page.
- Maintain a file of the minutes.

E. Meetings

Meetings are held bi-monthly unless additional meetings are deemed necessary. The schedule is determined at the beginning of each academic term. The chair can call special meetings or reschedule the regular meetings. Meetings can be held face-to-face or via teleconferences or other communication technologies. Seventy-five (75) percent of membership constitutes a quorum for discussion purposes and is required to act on a motion. Electronic voting can be utilized when necessary. When a member does not vote, it is recorded as a "non-vote" and all other votes should be recorded as yes, no or abstain. When voting is required the chair will work to ensure that all members vote so there is a minimum of non-votes. Results of electronic voting are to be documented in the next committee meeting minutes.

F. Responsibilities

The responsibilities of the EC are to:

- Ensure experiential decision making;
- Enhance team building and integration of components;

- Provide authentic participatory governance;
- Develop or revise COM-FSM policies and/or procedures assigned to or identified by the committee;
- Review policies made by the standing committees; and
- Create sub-committees to address relevant issues.

G. Communications & Distribution of Information

Agenda items may be submitted to the chair by the COM-FSM community through their representative on the EC. The chair compiles the agenda with the assistance of the secretary and forwards it to committee members prior to meetings.

All meetings are to have minutes which are to be distributed electronically within three working days of the meeting to members for their review. The minutes, if approved are officially adopted at the next meeting. Electronic voting may be utilized when necessary.

Following each meeting, the chair informs all concerned of decisions and forwards recommendations from the committee to the relevant parties. The chair also updates the members of the action taken on the committee's recommendations.

Committee members convey concerns and input on current issues from their respective areas to the committee. They also discuss the issues being addressed by the committee and share committee minutes with the community they represent.

(Approved EC 12/13/12)