LOYOLA UNIVERSITY NEW ORLEANS
Board of Trustees
SEPTEMBER 2008

REVISED COMMITTEE DESCRIPTION

COMMITTEE: Executive Committee

MISSION STATEMENT / CHARGE

To act on behalf of the board on all matters – especially routine housekeeping business and emergency matters as necessary and appropriate – except for the following, which shall be reserved to the full board: presidential selection and termination; trustee and board officer selection; changes in the University’s mission and purposes; adoption of amendments to or repeal of the Articles of Incorporation or by-laws; incurring corporate indebtedness; adoption of a plan for the distribution and sale of all or substantially all of the University’s assets or tangible property; adoption of the annual budget; adding or discontinuing academic programs; and conferral of degrees.

To guide and monitor the University’s planning process, the work of the standing committees and task groups, and the board’s support, assessment and compensation of the President.

To monitor and guide the University’s engagement in all legal matters, especially law suits.

MEMBERSHIP, LEADERSHIP AND ORGANIZATION

- **MEMBERSHIP**: Membership of the Executive Committee shall consist of the the board’s officers and the chairs of standing committees and be supplemented by one or two at-large trustees. Membership should not exceed one-third the size of the full board (about seven to ten members). [Include statement on quorum.]

- **LEADERSHIP**: The chair of the board shall chair the executive committee; the vice chair should be selected annually by the chair of the board.

- **ORGANIZATION**: Quarterly meetings should be adequate, and the Executive Committee should not meet more often than the full board. The committee
should be staffed by the executive assistant to the President for board relations and general legal counsel.

RESPONSIBILITIES

➢ Together with the Committee on Trusteeship, the Executive Committee should ensure that the board and its committees fulfill their governance responsibilities and maintain their strategic orientation.

➢ The Committee shall serve as a sounding board for the President and the executive leadership team – new policy issues, significant initiatives, and strategic issues.

➢ It shall serve as board’s instrument for guiding and monitoring the institutional planning process and progress toward attainment of goals and objectives.

➢ The Committee shall assess and monitor, formally and informally, the President’s performance, morale, health, and compensation, ensuring that the latter is competitive with presidential compensation at comparable institutions and consistent with the University’s general compensation policy and practice.

➢ It shall monitor the University’s engagement in all legal matters, especially law suits.

➢ It shall act on behalf of the full board in emergencies, reporting such actions to the Board at its next meeting.

➢ Together with the Committee on Trusteeship, the Executive Committee shall ensure that the board periodically undertakes a systematic and facilitated assessment of its own performance.

AGENDA—POLICIES & PRACTICES TO CONSIDER

➢ Matters referred to the committee by the board for study and recommendation / resolution.

➢ Issues generated by the committee itself, especially from the work of standing committees.

➢ Routine matters requiring pro-forma action by the committee to conserve the board’s time.

➢ Questions of board governance such as:
  ▪ Should all trustees be welcome to attend executive committee meetings?
  ▪ Should the committee always meet before full board meetings? Does such practice lead to a sense of “strata” on the board, to a sense of non-participation or ineffectiveness among non-members, or to a sense of secrecy about significant actions?
Should meeting schedules encourage more trustees to participate in meetings of committees other than those of which they are members.

[See Strategic Plan and President’s/Board’s annual strategic agenda for specific 2008-2009 policy and practice issues.]