1. **Introduction**

The primary functions of the University’s Executive include

- Contributing to the future direction of DCU by advising the President on issues of major strategic and operational importance.
- Promoting effective communication between all areas of the University.
- Providing a forum which brings a broader perspective on discussions, and decision making that has University wide implications.

2. **Terms of reference**

The University’s strategies are supported by the University’s structures, resources and operations and are strengthened by appropriate frameworks of accountability. Accordingly the Executive, in fulfilling its functions, will:

- Provide a mechanism for communicating decisions and strategic direction to the wider University community
- Ensure that the University’s structures and policies adequately support the University’s strategy and operations and provide a context within which the University’s strategy can be successfully implemented;
- Determine and monitor the University’s budget and budgetary allocations (based on advice from the Budget Committee) in a manner which supports and sustains the University’s strategic direction and which ensures that the University and its Accounting Officer fulfil their statutory and financial obligations;
- Ensure that the appointment of senior members of staff within the University is in keeping with the strategic direction of the University.
- Approve operational policies and procedures which have university-wide implications and review their implementation on a regular basis. These policies and procedures include those relating to decisions regarding, for example, human resources, capital investment and intellectual property; and
- Establish and maintain suitable frameworks through which the University’s senior officers, Executive Deans and Heads of Unit can be held accountable while at the same time maintaining appropriate levels of autonomy in their day-to-day operations.
Furthermore, the Executive will support the President by advising the President in relation to matters falling under his/her authority and secondly through contributing to decisions on operational and strategic developments. As the Executive is a group instituted by the President, the President will have veto over all decisions should he/she need to exercise it.

3. Meetings

The standard meeting will last 2 hours.

As the issues being addressed by the Executive meeting may require different mechanisms to implement them, at the discretion of the President, alternate meeting formats may be proposed. Other formats may include away-days, facilitated discussion etc.

DCU Executive meetings shall be deemed quorate if the number of members present is equal to or greater than '50% of the membership plus one'

4. Agenda

The agenda for the standard meetings will be determined by the President, following consultation by email with Executive members. The agenda for these meetings will be circulated 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 an urgent decision is required and it was not possible to submit the item/materials in time.

Normally the agenda will be divided into three parts: items for discussion, items for decision, and items for noting.

The agenda for the extended or alternate format meetings will be agreed at least four weeks prior to the meeting taking place. These meetings will typically have a single item for discussion.

5. Conduct of meetings

Meetings will be chaired by the President or, in his/her absence, by the Deputy President or a person designated by the President. Meetings will be as informal as possible and such rules will apply as the President indicates. The President will ensure that all members who wish to do so have an adequate opportunity to speak. The President will normally indicate at the start of the meeting the time at which the meeting will end. The President may invite non-members to attend to speak to items they have raised or in which they have special knowledge.
6. **Declarations of interest**

Members will, in advance of a meeting or during a meeting where it becomes relevant, declare an interest in an agenda item. They may continue to take part in the discussion, but may not participate in any vote, should there be one.

7. **Review of Operation of Executive**

On an annual basis the operational effectiveness of the Executive and the actions taken by it will be reviewed. The President will appoint a task group to undertake this work and report to one of the extended meetings of Executive.

8. **Membership**

President
Deputy President
Executive Deans
Director of Communications and Marketing
Senior Officers of the University
2 x staff representative – 1 male and 1 female
Vice-President External Affairs
President of the Students’ Union
Director of Student Support and Development

9. **Term of Office**

Elected members of Executive will serve a 2 year term of office. The term of all other members of the Executive will be determined by the duration of their role.

10. **Participation of wider DCU community**

The wider DCU community will participate in the future direction of the University through the existing sub committees of Executive and also through any task groups that the Executive may institute.

26 October, 2016