

## BOARD OF TRUSTEES COMMITTEE CHARTERS

New Jersey City University Board of Trustees

### **Executive Committee Charter**

#### I. Purpose

The Executive Committee (the "Committee") is established by the Board of Trustees (the "Board") of New Jersey City University (the "University") to provide leadership and coordination of the Board's activities. The Committee acts on behalf of the Board in urgent situations between regular Board meetings and ensures that the Board's policies and directives are implemented effectively.

#### II. Authority

The Committee is authorized to:

1. Act on behalf of the Board on urgent matters requiring immediate attention at board meetings, within the scope of authority delegated by the Board.
2. Review and coordinate the activities of the Board and its committees to ensure alignment with the University's mission and strategic goals.
3. Provide guidance and support to the President of the University.
4. Engage independent consultants or advisors as necessary to fulfill its responsibilities.
5. Make recommendations to the Board on matters within its purview.

#### III. Membership

1. Composition: The Committee shall consist of the Chair of the Board, the Vice Chair, and other voting members of the Board appointed by the Chair of the Board. The Membership may not be comprised in a manner that establishes a quorum of the full board. The University President shall be standing member of the committee.
2. Qualifications: Members should have significant experience and understanding of the University's operations, governance, and strategic objectives.
3. Term: Members shall serve one-year terms and may be reappointed, except for the Chair of the Board who shall serve two-year terms as set forth in the governing bylaws as may be amended from time to time.

#### IV. Meetings

1. Frequency: The Committee shall meet as needed, but at least quarterly, or more frequently as circumstances require.
2. Quorum: A majority of the Committee members shall constitute a quorum for the transaction of business.
3. Minutes: Minutes of each meeting shall be prepared and distributed by the Board Secretary to Committee members and the Board of Trustees.

#### V. Responsibilities

1. Governance and Oversight:
  - a. Ensure the implementation of Board policies and directives.

- b. Review and monitor the progress of the University's strategic initiatives.
    - c. Oversee the performance and evaluation of the President of the University.
    - d. Coordinate and facilitate the work of the Board and its committees.
  - 2. Crisis Management:
    - a. Act on behalf of the Board during crises or urgent situations, ensuring timely and effective decision-making.
    - b. Report actions taken during such situations to the Board at the next regular meeting.
  - 3. Strategic Planning:
    - a. Provide oversight and guidance on the development and implementation of the University's strategic plan.
    - b. Ensure alignment of strategic initiatives with the University's mission and goals.
  - 4. Evaluation and Self-Assessment:
    - a. Conduct periodic evaluations of the Board's performance and effectiveness.
    - b. Facilitate the Board's self-assessment process and recommend improvements.
- VI. Reporting
- 1. Board Updates: The Board Chair shall regularly report to the Board of Trustees on the Committee's activities, decisions, and recommendations.