



SENIOR EXECUTIVE AND EXECUTIVE COUNCIL POLICY

Authorised By:	Board of Governors	Revision: 2.8
Last Amendment Date:	Revision Date: 17 May 2021	
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Government Legislation:	See Index – Legislation and Regulatory Authorities relevant to Tabor	
Related Documents:	Tabor College Inc Constitution	
Superseded Documents:	Executive Council Policy	
Responsible Officer:	Registrar	
Review:	Board of Governors	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer.

1. Overview

Tabor is committed to effective strategic development and continuous improvement of its management policies and practices. Pursuant to this commitment the Board of Tabor will provide a properly constituted Senior Executive and Executive Council that advises the President regarding the strategic development of the College and, subject to delegation from the President, assists in the day to day management of the College.

This [Board Policy](#) specifies the membership, roles, responsibilities and procedures for the Senior Executive and Executive Council. It relates to S.17 (amended) of the [Constitution of Tabor College Inc](#).

2. Scope and Applications

This policy has application to the Board of Governors and the members of the Senior Executive and Executive Council.

3. Policy Principles

This policy:

- 3.1. Complies with relevant Commonwealth and State legislation, regulations and guidelines.
- 3.2. Complies with the Constitution of the College.
- 3.3. Provides sufficient direction and delegation to the Senior Executive and Executive Council to allow them to:
 - Ensure efficient and effective management of the College.
 - Implement measures to ensure regulatory compliance and provide for continuous improvement.

4. Procedures

4.1. Duties of Senior Executive

The Senior Executive is Tabor's peak senior strategic operational forum and discusses Tabor-wide strategic planning, as well as providing opportunity for the President to brief members on current and emerging strategic operational matters. Members are responsible for assisting and advising the President on the performance of the College, the College's direction and other items of strategic importance. The President will use the forum, subsequent to receiving advice, to pursue consensus decision making wherever possible. Where consensus cannot be reached, the President will make the ultimate decision. The Senior Executive is responsible for:

- 4.1.1. The strategic operational development of the College.
- 4.1.2. The efficient and effective management of the College in order to:
 - implement the strategic plan
 - maintain compliance with regulatory requirements
 - implement the risk management plan
 - pursue continuous quality improvement.
- 4.1.3. The implementation of strategic directions from the Board of Governors and the Academic Board.
- 4.1.4. The authorisation of [operational policies](#).
- 4.1.5. Managing the annual College budget within the strategic guidelines approved by the Board.
- 4.1.6. Providing feedback and making recommendations to the Board of Governors on matters affecting the College.

4.2. Duties of the Executive Council

The Executive Council is Tabor's leadership forum and discusses and considers progress of strategies against the strategic plan, as well as providing advice to the President with regard to:

- 4.2.1. Providing input into the development of the College's Strategic Plan.
- 4.2.2. Reporting on the implementation/operationalisation of the Strategic Plan and any major initiatives related to it.
- 4.2.3. Discussion and consideration of institutional performance and regulatory compliance
- 4.2.4. Matters of external policy, both professional and stakeholder, that influence faculty/departmental operations.
- 4.2.5. The efficient and effective academic management of Faculties/Departments.
- 4.2.6. The resourcing and staffing of the College, including consulting with and advising the President with respect to the appointment of senior members of staff (as delegated by the Board and President).
- 4.2.7. Fostering a climate of continuous improvement and excellence with respect to the delivery of academic programs and with respect to the way the College conducts its business with staff, students, and the community.

4.3. Reporting

- 4.3.1. The President, as Chair, and on behalf of Senior Executive and Executive Council, will report at least quarterly to the Board of Governors and the Academic Board and to other Board Committees as required.
- 4.3.2. Senior Executive will ensure that the College reports in a sufficient and timely manner to other authorities as required by State or Commonwealth legislation.
- 4.3.3. Senior Executive will receive reports from the Colleges sub-committees as well as the relevant Faculties or Departments, coordinated through the President's EA.

4.4. Membership

The membership of Senior Executive will comprise the President (CEO), the Academic Director, the Dean of Students, the Director of Scholarship, the Head of Marketing, Communication and Business Development and the Chief Operating Officer.

The membership of Executive Council will comprise members of Senior Executive as well as each Dean of Faculty, the Executive Director Online Learning, the Academic Registrar, and each Campus Director.

4.4.1. The President will be the Chair of Senior Executive and Executive Council. In the absence of the President, the Academic Director will Chair the meetings.

4.4.2. The Senior Executive and Executive Council may from time to time invite others with appropriate expertise into discussions.

4.5. Meetings

4.5.1. Senior Executive will endeavour to meet weekly.

4.5.2. Executive Council will meet monthly.

4.5.3. Minutes will be kept of the proceedings.

4.6. Sub- Committees

4.6.1. Senior Executive may advise the President regarding the delegation of specified responsibility and authority to other appropriate individuals, bodies, or Committees within the College. Such delegation, is to specify in writing:

- the purpose, extent and limits of delegated authority and responsibility,
- the duration of the delegation, and
- the reporting requirements of the delegation.

4.6.2. The President may continue to exercise any function delegated to such sub-committees.

4.7. Decisions

Decisions of the Senior Executive and Executive Council will be made in accord with S.12 and S.13 of [the Constitution](#) of the College.

5. Definitions

Board Policies (and their associated procedures) have to do with the strategic governance, direction and oversight of the College. Board policies are authorised by the Board of Governors.

Operational policies (and their associated procedures) have to do with the day to day academic and operational management of the College. Operational policies are authorised by the President in consultation with Senior Executive and/or Executive Council.

6. Communication / Training

This policy will be communicated to the members of Senior Executive and Executive Council by the Chair and to other Committees and groups by their respective line managers.