

Wright State University

Executive Committee
Statement of Purpose and Responsibilities

Adopted: June 14, 2024

A. Overview

University bylaws designate that the board of trustees establish an Executive Committee as a standing committee of the board (see Article I, Section 6 of university bylaws). Bylaws further require the board to adopt a Statement of Purpose and Responsibilities governing committee operations.

According to university bylaws, the committee's primary purposes are to facilitate required decision making between board meetings, facilitate development and dissemination of board meeting agendas, monitor collective bargaining and other administrative personnel decisions, and any other responsibilities the board deems necessary or advisable for the efficient oversight of the university.

Further details on committee responsibilities are documented below.

B. Membership and Meetings

Membership of the Executive committee is governed by university bylaws (Article I, Section 6 (A) (1)). In addition, any trustee may attend meetings of the executive committee at their option.

Similarly, meetings of the Executive committee are also governed by state law and the university's bylaws (Article I, Section 7).

C. Responsibilities

The Executive committee responsibilities include:

1. Acting on matters requiring board authorization between meetings of the board, including authorizing of contracts and agreements, interim personnel actions, policy actions, and similar matters, subject to limits contained in university bylaws. These limits include:
 - a. Acting only on matters requiring board action before the next meeting of the board.
 - b. Acting only on matters determined by the committee chair to not be of sufficient urgency as to require a special or emergency meeting of the board.
 - c. Authorizing expenditures and agreements that do not exceed \$500,000 in aggregate between meetings of the board.
2. Overseeing the collective bargaining process and personnel actions concerning administrative and academic officers.
3. Overseeing the development and dissemination of agendas for meetings of the board.
4. Monitoring effectiveness of the board's committee structure.
5. Overseeing an effective orientation and continuing education program for trustees.

D. Notification Requirements

The Executive committee shall inform the board of its activities. This includes:

1. Notification by writing in advance of the place, time, and agendas of upcoming meetings.
2. Following each meeting the committee shall notify the board in writing of any actions taken or to be taken on behalf of the board.

Email is an approved means of written notice under this policy.

E. Policy Review

The Executive committee shall review and assess this Statement of Purpose and Responsibilities and recommend changes to the board as may be appropriate.