

---

## CABINET

### Terms of Reference

---

**Reports to:** President

**Membership:** President (chair)  
 All Vice Presidents  
 Principal of Parkview Adventist Academy  
 Assistants to the President (invitees)  
 Administrative Specialist, President’s Office (recording secretary)

**Appointment:** By position

**Term:** Standing

**Purpose:** Within the governance model of Canadian University College, the President has final responsibility for all administrative decisions. Cabinet is the senior administrative committee that advises the President, and the President delegates authority to act to that committee.

**Terms of Reference:**

Responsibility	Power
To approve all institutional policies	To act
To make all decisions relating to employment and remuneration within policy guidelines, except the hiring or dismissal of the President	To act
To review and approve financial statements and the annual budget	To act
To approve appropriate expenditures and the setting up of internally restricted accounts	To act
To prioritize campus needs and prioritize financial and human resources accordingly	To act
To approve reports as required by government and other agencies	To act



To coordinate administrative responsibilities by hearing reports and debating relevant issues	To act
To assist the President in management decisions when requested	To recommend to the President

**Agenda and Minutes:** Agenda as items are presented by Cabinet members. Minutes are kept by the recording secretary and are circulated to all committee members.

**Frequency and Venue:** Weekly and other times as needed

**Approved by:** Cabinet

**Date:** Spring 2009