



PROFESSIONAL MANAGERIAL ASSOCIATION

WESTERN UNIVERSITY

EXECUTIVE ADVISORY COMMITTEE

TERMS OF REFERENCE

Approved by Board of Directors: February 2026

Reviewed by Executive Advisory Committee: February 2026

Next Review: September 2026

PURPOSE

The Executive Advisory Committee is an ad-hoc advisory group established to support the PMA Executive and Board of Directors in advancing the strategic priorities of the Professional and Managerial Association. The Committee provides timely advice, informed perspective, and leadership support to help guide key initiatives, respond to emerging issues, and strengthen alignment between the Board of Directors and standing committees.

Working in collaboration with the Board and PMA committees, the Executive Advisory Committee helps to enhance organizational effectiveness, support informed decision-making, and ensure that PMA's activities reflect the needs and interests of its members. The Committee may be engaged to provide strategic input on complex or time-sensitive matters, support the coordination of cross-committee initiatives, and contribute to the advancement of PMA's commitments to inclusion, transparency, and member engagement.

Through its advisory role, the Committee supports continuity of leadership, promotes strong governance practices, and contributes to the effective implementation of PMA's strategic goals and priorities.

GOVERNANCE

The Executive Advisory Committee reports to the Professional Managerial Association (PMA) Board of Directors.

MEETINGS

The Executive Advisory Committee will meet 6 times per year over the academic year from September to June, or at least every 6 months. The agenda will be circulated to members 1 week in advance of scheduled meetings and minutes (or follow-up notes) will be circulated one week following the meeting.



The number and schedule of meetings shall be determined by Committee Chair(s) except where other meeting schedules or requirements are laid down in the By-laws or in the resolution creating the committee.

All committee members are expected to attend meetings unless otherwise stated. If a member is unable to attend a particular meeting, they are asked to notify the chair at least 48 hours in advance.

MEMBERSHIP

- Chair
- Vice Chair
- Members at large (must be dues paying PMA members)

TERMS OF APPOINTMENT

1. Chair – 2 years sequentially
2. Vice Chair – 2 years sequentially

Extensions beyond the 2-year term may be considered and approved by the Board of Directors where appropriate to support continuity and the effective functioning of the committee.

The Committee Chair typically appoints a member to serve as Vice-Chair, with the expectation that the Vice-Chair will subsequently assume the role of Chair. A member of a this committee may be designated as the Vice-Chair of the Committee by the Chair of the Committee, subject to approval by the Board of Directors.

RESPONSIBILITIES

- Provide strategic advice and counsel to the PMA President on emerging issues, priorities, and initiatives aligned with PMA's strategic direction.
- Contribute to the development and refresh of the PMA website, including advising on structure, content priorities, usability, and member engagement.
- Support the design, development, and analysis of the annual member survey to ensure it captures meaningful feedback and informs decision-making.
- Provide guidance and input into the development of the PMA strategic plan.
- Advise on the integration of equity, diversity, and inclusion (EDI) principles into PMA governance, programs, and member supports.
- Review and provide recommendations on the PMA governance structure to ensure it remains effective, representative, and responsive to member needs.
- Promote strong governance practices, transparency, and effective communication between the Board, committees, and membership.



- Support continuity of leadership by contributing to knowledge sharing, succession planning, and organizational memory where appropriate.
- Monitor and report on the progress of assigned initiatives and provide recommendations for continuous improvement.
- Uphold PMA's values, including a commitment to inclusion, respect, and member engagement in all aspects of its work.

SUBCOMMITTEES OF THE EXECUTIVE ADVISORY COMMITTEE

None