

STI Myanmar University

“Executive Management Board “ Terms of reference

(A) Role / Purpose

The role of the Executive Management Board (EMB) is to serve as the executive governing body of the University. It is responsible for matters relating to the management and finance of the University. The EMB reports to the BODs on matters concerning the overall management of the University. The BODs delegate the overall decision-making and management to the EMB.

EMB ensures the effective leadership management and co-ordination and implementation of all the major academic and operations activities. It is also tasked to guide internal monitoring and review such as the financial state of the University, Program delivery, as well as external events such as the state of the economy and politics that will impact on the University.

(B) Term

The term of the Executive Management Board is 5 years. Membership of the EMB will be reviewed every 5 years. One third of the board with constraint on the long-term commitment to serve in the Board will serve a term of three years and remaining two third of the Board will server for six years to maintain continuity. Members may terminate their post by writing to the Chair of the Board at least in (5) months in prior. New members will be invited by the nomination of the existing members of the Board if the Board deem the member fit in the expected expertise, experience and insights.

(C) Membership

Direction and oversight of the overall management and decision making is provided by the Senior Management Board composed of members of the Board of Directors, Department Heads and set of honorary professors who serves as consultants and advisers.

The Executive Management Board is composed of 12 members as follows:

- Chair (Managing Director/Executive Director)
- Executive Directors and Directors
- 2 Advisors from Advisory Board (International & Local)
- 4 Head of the Departments (Academics)
- 4 Head of the Departments (Non-academics) (Secretary)

There is a policy put in place for the gender balance in the Board as well as a mix of academics and non-academics for the attainment of the different views and handling of the issues.

The Board consists of Chair, Secretary and Members. In the absence of the Chair, the meetings are to be chaired by the Secretary.

(D) Roles and Responsibilities

- To prepare and recommend to BODs the University's strategic plan, annual budget and resources allocation
- To reviews and monitors the implementation of the approved plans and budgets throughout the year
- To oversees the strategic directions for the University and the delivery of its vision
- To delegate the operational running of the University
- To oversees the activities of the University and determine the future direction and monitor progress against strategic targets and objectives
- To ensure the financial sustainability of University as well as ensuring all its legal obligations are met

(E) Meetings

The Board is scheduled to meet once per month. Each meeting will take about 2 to 3 hours. The work of the Board will be based on face-to-face meeting as well as the electronic communication.

(F) Minutes and Reporting

All proceedings and resolutions of the Board will be minuted and circulated among the members. Each meeting minute is to be formally approved and signed for the records of the office of the Board.