



TERMS OF REFERENCE

EXECUTIVE COMMITTEE

Purpose

1. To provide direction to the Executive Director
2. To set the Board agenda
3. To act on behalf of the Board with respect to routine business items between regularly scheduled meetings of the Board of Directors

Accountability

- Accountability of this committee is to the Board through reports provided in writing by the Chair to regularly scheduled Board meetings.

Functions

- To meet as required between regularly scheduled meetings of the Board of Directors.
- Within established Board policies, to provide direction to the Executive Director, to take action on behalf of the Board of Directors on routine business or on items that cannot be deferred until the next meeting of the Board of Directors.
- To consider and to make recommendations to the Board of Directors on such matters as are brought to its attention.
- To report to the Board of Directors, usually at the next regularly scheduled Board meeting, on the decisions and actions taken by the Executive Committee on behalf of the Board of Directors since the last Board meeting.
- To complete the yearly evaluation of the Executive Director with input from the Board of Directors.
- To recommend to the Board the Executive Director's annual work plan.
- Administer the Board nomination process with the Past President as lead.
- To address any staff grievances with respect to the Executive Director.

Membership

- ❑ This committee will be chaired by the President and consist of President, Vice-President, Treasurer, Secretary, and the Past President. The Executive Director shall sit as an ex-officio member of the Executive Committee.

Meetings

- ❑ Frequency: monthly or as needed
- ❑ Time: 1 hour
- ❑ Minutes will be taken by the Board Assistant, circulated at the next meeting and the signed copy will be placed in the official Executive Committee minutes book after the minutes are approved. A report to the Board is made following each Executive Committee meeting and included in the monthly Board package.

Evaluation

- ❑ Formal evaluation on an annual basis to be held at the committee meeting prior to the AGM.
- ❑ On-going informal evaluation.