



## **EXECUTIVE COMMITTEE**

### **Terms of Reference**

### **Standing Committee**

#### **Committee Purpose**

The Executive Committee is subordinate to the Board of Directors and works on behalf of the Board between Board meetings to help the Board fulfill its mandate, deal with urgent matters and other items as delegated by the Board.

#### **Committee Membership**

- The Executive Committee has three to four members:
  - President
  - Executive Director
  - 1 or 2 other Directors

*In the absence of a President, the Board shall take responsibility for designating individuals to committees in which the President is a member.*

#### **Terms of Committee Membership**

- The President and Executive Director serve on the Executive Committee based on their time in office.
- The other members are selected by the Directors as a whole at the first meeting of the Board after an Annual General Meeting and they serve until changed by the Board of Directors.

#### **Scope of Responsibility**

The Executive Committee is responsible for:

- Working on behalf of the board to ensure that board meetings are run efficiently and effectively
- Ensuring board activities align with strategic plan
- Coordinating the implementation of the appeal policy upon receipt of an appeal
- Dealing with urgent matters that may arise

#### **Accountability**

The Executive Committee:

- shall meet as required
- shall provide a written report to the next Board of Directors meeting following any Executive Committee meeting in which decisions have been made which are not referred to in the meeting agenda.