

<b>Type:</b>	Standing Committee (ongoing)
<b>Area of Focus:</b>	Executive Committee Responsible for: <ol style="list-style-type: none"> <li>1. Human Resources (Executive Director only)</li> <li>2. Policy Review and Bylaw Protection</li> <li>3. Legal Matters</li> <li>4. Governance Responsibility, and Board Decorum</li> </ol>
<b>Purpose:</b>	<p>A. To ensure ongoing effective governance and successful operations of The Society by providing sound and timely guidance to the Executive Director on emerging, time-sensitive, and significant issues arising between meetings of the Board of Directors.</p> <p>B. To develop recommendations for the Board to consider for decision/implementation on any of the areas listed above.</p> <p>C. To protect the confidentiality of The Society, its Executive Director and its Directors of the Board.</p>
<b>Outcomes &amp; Deliverables:</b>	<ol style="list-style-type: none"> <li>1. Conducts annual performance review on Executive Director complete with compensation review.</li> <li>2. Only the Executive Committee of the Board acting as a collective body can be involved in matters of employment, termination, discipline or change in the conditions of employment of the Executive Director.</li> <li>3. Consider and evaluate any matters pertaining to Director (of the Board) potential conflict of interest.</li> <li>4. Ensure integrity and professional decorum in the process of The Society governance.</li> <li>5. Develop recommendations for new Board member appointment.</li> <li>6. Will be responsible for the regular review of The Society policies and by-laws to ensure relevancy.</li> <li>7. Review all legal matters potentially affecting The Society in concert with the Executive Director. In the absence of the Executive Director, the President will act as official representatives of The Society as directed by the Committee.</li> </ol>
<b>Authority &amp; Reporting:</b>	<p>A. Accountable and Reports to the collective Board of Directors.</p> <p>B. The committee cannot make decisions on behalf of The Society without permission and direction by means of a quorum of the Board of Directors.</p> <p>C. The committee has no formal decision making authority.</p> <p>D. The Executive Director shall act as the sole official representative of The Society for communication and presentation purposes to all external groups and prospective partners, except for elected government officials.</p>
<b>Composition:</b>	<p>The Committee shall be comprised of 3 members of the Board. They shall include the following:</p> <ol style="list-style-type: none"> <li>1. Executive Director. Role is to provide pertinent content for consideration by the Committee; but are not a Committee member.</li> <li>2. Members of the Board of Directors who: <ul style="list-style-type: none"> <li>• Have served 1 full term on the Board of Directors, thus having a comprehensive knowledge of The Society and its related operations/governance.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Sit in the positions of President, Vice President, Treasurer, and/or Secretary.</li> <li>• The President will act as Chairperson of the Committee.</li> <li>• Have been formally ratified by a quorum of the general membership in the above noted positions.</li> </ul>
<b>Meeting Details:</b>	<ol style="list-style-type: none"> <li>1. Formal meeting minutes will be completed at the end of each meeting identifying actions of, and recommendations by the Committee.</li> <li>3. Meeting frequency will be determined by the Executive Director and/or President based on emergent issues that may arise in between Board meetings.</li> </ol>
<b>Support Resources Needed:</b>	<ol style="list-style-type: none"> <li>1. Beyond the valued contribution of time of committed volunteers, significant resources or budgets are not expected. Support for minor administrative costs will be provided by The Society through the Executive Director.</li> <li>2. The Executive Director will be responsible for storing/filing necessary documents, meeting minutes, etc.</li> <li>3. The Executive Director will determine what if any additional staffing expertise or resources may be needed to support the endeavors of the Committee.</li> </ol>