


Policy Name:	TERMS OF REFERENCE – EXECUTIVE COMMITTEE	
Approved By:	President's Council & Board of Governors	
Approval Date:	December 7, 2012	
Next Scheduled Renewal Date:	N/A	
Policy Holder:	Board of Governors	
Operational Lead:	President and CEO	
Policy Number:	BRD-GP-009	

TERMS OF REFERENCE – EXECUTIVE COMMITTEE

1.00 PURPOSE

- 1.1 The purpose of this policy is to set the terms of reference of the executive committee.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENTS

- 3.1 The Executive Committee is responsible for developing and approving proposed agendas for Board of Governors' meetings.
- 3.2 The Committee will address matters that require immediate attention, in the event of an emergency between Board meetings.
- 3.3 The Committee will make decisions on behalf of the Board in specific matters delegated to it by the Board of Governors.
- 3.4 The Committee will act as a nominating committee in order to fill Board vacancies.

4.00 AUTHORITY

- 4.1 The Executive Committee will:
 - a. report any action taken to the Board of Governors
 - b. review the skills and experience required on the Board
 - c. ensure appropriate Board orientation and ongoing professional development
 - d. oversee the recruitment, appraisal, and compensation of the President & CEO
 - e. review and make recommendations concerning matters not assigned to other committees in keeping with Board Policies.

5.00 MEMBERSHIP

5.1 The membership shall be comprised of the following Board members:

- a. Chair
- b. Vice-Chair
- c. Finance Committee Chair
- d. one community Board member elected on an annual basis
- e. the President & CEO as Ex-officio (non-voting).

5.2 The Board Chair will be the Executive Committee Chair.

6.00 QUORUM

6.1 The majority of the members of the Committee will constitute quorum.

7.00 MEETINGS

7.1 The Committee will meet prior to each Board meeting. Additional meetings will be arranged as needed.

8.00 REPORT TO THE BOARD OF GOVERNORS

8.1 The Executive Committee Chair shall provide oral or written reports of its proceedings to the Board of Governors at the next Board meeting.

8.2 The Executive Committee documents, including minutes and supporting schedules, will be submitted to Board Members as part of the Board meeting packets.

9.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

9.1 None

10.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Dec. 7, 2012		President's Council and Board of Governors