

EXECUTIVE COMMITTEE:

Current Members: Karl Gustafson – Board Chair, Margaret Kennedy – Vice Chair, Joe Marino – Treasurer, Brian Thomas – Secretary

SUMMARY:

The role of the Executive Committee is to implement the Board's fiduciary, strategic, and generative plans, policies, and decisions consistent with the organization's vision, mission and guiding principles. The Executive Committee supports the Executive Director and engages in decision making between Board meetings or in urgent and crisis circumstances. The Executive Committee can act on behalf of the full Board as described below. The officers of the Board and the Executive Director serve as members of the Executive Committee. The Executive Director is a non-voting member of the Executive Committee.

KEY RESPONSIBILITIES:

- The Executive Committee is responsible for implementing the will of the Board, with the appropriate level of input, representation of the discourse, and voting by the Board where appropriate. Appropriateness is to be defined by the Executive Committee, with the ability of the Board to refine this definition over time.
-
- Direct the process of selection, supervision, and evaluation of the Executive Director. Executive Director hiring and separation recommendations are to be approved by the Board.
- Oversee and present an annual performance review of the Executive Director to the Board.
- Meet regularly with the Executive Director and her/his designated staff on behalf of the Board to provide support and counsel on executive decisions.
- Create and sunset Executive Committee Committees, Core Committees, and ad hoc Task Forces.
- Ensure that all Board members serve on at least one committee, and that each committee consists of at least 3 Board members.
- Facilitate cohesive communications, feedback loops, decision-making and alignment between the Board, Board committees and staff.
- Act on behalf of the full Board in an emergency situation.
- Assist the Board Chair and Executive Director in establishing agendas for Board meetings with input from the full Board.
- Monitor and evaluate progress toward strategic goals and initiatives to include timely presentations to the full Board.

- Ensure maximum utilization of Board member potential, including self-assessments of the Board and Board functions.
- Led by the Board Chair, oversee the day-to-day implementation of the Board's policies and ensure that appropriate governance systems are established and maintained.
- Ensure that minutes of Executive Committee meetings are provided to the Board in a timely manner.