

EXECUTIVE COMMITTEE

PURPOSE

To act in the name of the full board when it is not in session, or to deal with emergencies that require immediate attention.

COMMITTEE GUIDELINES

- The executive committee is delegated the powers and the authority of the full board when it is not in session.
- The president of the board is the chairperson of the executive committee.
- Members of the executive committee may include board officers, the chief administrator or fiscal sponsor, and the chairpersons of important committees.
- All actions of the executive committee are subject to approval by the full board.

DUTIES AND RESPONSIBILITIES

- Oversees operations of the board.
- Keep the full board informed about the executive committee's activities.
- Oversee the annual strategic planning process.
- Make sure the board performs an annual self-evaluation.
- Conduct the administrator's annual performance review (as applicable).
- Oversee board development and training.
- Make recommendations to the full board on hiring a new administrator or obtaining a new fiscal sponsor.
- Make recommendations to the full board for authorization of non-budgetary expenditures.
- Review and recommend approval of the organization's operating budget.
- Recommend to the board the annual fundraising goal based on the organization's requirements and a realistic appraisal of the community's potential donor base.
- Assign and monitor the work and recommendations of standing committees.
- Meet in the event of an emergency.
- Make decisions when the full board is not in session.