



Executive Committee – Terms of Reference

Purpose:

A general statement of the committee's purpose or role should be set out.

Responsibilities:

A specific list of activities the committee is to undertake, usually without setting out in detail the process the committee is to follow.

Resources:

The EUPA Board of Directors in the EUPA yearly budget may allocate funds for areas managed by the Executive Committee. All requests for additional funds, required for specific projects, programs or general committee operations, should be presented in a to the EUPA Board of Directors for review.

Composition:

Committee Chair:

The President of EUPA will sit as Executive Committee Chair.

Committee Members at Large:

The following EUPA Board members will sit on the Executive Committee:

- Vice-President
- Treasurer
- Secretary

Term of Membership:

The term of office will be two years, or length of term in an executive role on the EUPA Board of Directors.

Meetings:

Meetings will take place as required.

Committee members will be provided with a minimum of one weeks notice before all meetings. Circumstances permitting meetings will take place in person; attendance via electronic methods will also be accepted. 75% of the committee will be required for quorum.

The meeting agenda will be prepared by the committee chair and shared with all committee members through Google Docs or email at least 24 hours prior to the meeting.

Additional communication between committee members, outside of meetings, shall take place through email to ensure all committee members are kept up to date with committee work and discussion.

Records and Reporting:

Executive Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs.

The Committee will report and consult with the to the Board as required.

Related policies / By-laws

- The Executive Committee will ensure all work and goals are aligned with EUPA's 3 Year Strategic Plan.

Review

The Executive Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2015.