



## Executive Committee – Terms of Reference

### **Purpose:**

The Executive Committee will ensure board objectives are being met through the efficient and effective running of Board meetings, and lead Strategic Planning reviews as required.

### **Responsibilities:**

Provide a chair for Board meetings  
Set and monitor Board priorities in accordance with the strategic plan  
Conduct regular performance reviews of the staff  
Conduct regular Board performance reviews  
Champion Board succession planning, including education and training for board members  
Appoint a Legacy Liaison  
Periodic review of potential funding opportunities and applications thereof  
Be the public face of EUPA, and conduct advocacy work to further EUPA's strategic goals

### **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, but no less frequently than once a quarter. 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 electronically.

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 Strategic Plan.

**Review**

The Executive Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2018.