

8. Executive Committee Terms of Reference Policy

Objective: To set Terms of Reference for the Executive Committee (which serves as the Executive arm); sanctioned by the Board of Directors.

Context: The Executive Committee acts on behalf of the Board when it is not in session (between meetings) performing functions delegated by the Board. The Executive Committee shall conduct the business of the MRWCC as directed by, and in accordance with, the directions, policies and resolutions of the Board. The Committee also acts as a consultative body to the Chair.

Authority: The Executive Committee derives its Authority through the by-laws, through delegation of responsibilities from the Board, through these Terms of Reference, and through passed motions.

Statement of Policy:

Key Duties and Responsibilities:

To the Board:

1. Recommend policy to the Board including the evaluation, in broad terms, of the potential assets and liabilities of a project, proposal or strategy.
2. Act on behalf of the Board on urgent matters arising between regular Board meetings in those cases where it is not possible to convene a meeting of the Board and bring such matters to the immediate attention of the Board.
3. Approve the draft budget and annual work plan for recommendation to the Board of Directors
4. Set agenda and review issues and documents in conjunction with the Executive Director for each Board meeting
5. Provide regular reports to the MRWCC Board on actions taken
6. Act on any other matter delegated by the Board.

To the Staff:

1. Develop personnel policy statements
2. Undertake an annual performance evaluation of the Executive Director
3. Develop a compensation package for the Executive Director and conduct an annual review for appropriate adjustment to the package.

Composition and Appointment:

1. The Executive Committee is comprised of the Chair, the Vice-Chair, the Treasurer, and the Secretary
2. The Committee is elected by the Board of Directors at the first Board meeting following the MRWCC's Annual General meeting.
3. The Committee serves until the following AGM.

Meetings:

1. The Executive Committee meets as required, and may do so in person, conference call or on-line.

Accountability:

1. The Committee will report its deliberations to the Board of Directors through its meeting notes and the Committee Chair, within 5 working days of each meeting.
2. The Executive Committee may appoint the Executive Director to record minutes of meetings and assign additional reporting duties.

Approved April 26, 2018