



## EXECUTIVE COMMITTEE CHARTER

### ROLES AND RESPONSIBILITIES

The Executive Committee of the Board of Directors of any non-profit plays an important role in the board's ability to govern effectively. The Executive Committee also has the challenge of ensuring that their work guides the board's role versus excluding the full board from important discussions and decision making. The Executive Committee's charges are limited to these responsibilities:

- 1) To oversee the annual review of the Executive Director or Chief Executive Officer
- 2) To ensure board agendas follow appropriate nonprofit protocols and evoke a culture of inquiry and strategic discussion
- 3) To ensure the installment and alignment of an organizational strategic plan
- 4) To act as key advisors to the Executive Director or Chief Executive Officer as needed in between board meetings

#### **Responsibilities:**

- Create and implement the Executive Director or Chief Executive Officer's review process, inclusive of research of appropriate salary range and increases.
- With the Executive Director or CEO, creates the board agendas.
- Facilitates regular review of the strategic plan.
- Ensures effectiveness of all Committees and the Committee structure as they relate to and support the strategic plan.

#### **Business:**

- Meets two to three times per year or as necessary
- Consists of the officers of the Board as well as any "members-at-large" – unless otherwise stated in the Board Bylaws
- Includes the Executive Director or Chief Executive Officer unless an executive session is needed
- Keeps minutes of meetings for the organization's permanent files

#### **Staff Roles:**

- Executive Director or CEO attends meetings, takes and files minutes
- Helps administer meetings
- Keeps the Committee updated on strategic plan alignment and other pertinent organizational topics