



Executive Committee Terms of Reference

PURPOSE

The Committee acts on behalf of, and with full authority of the Board, on matters that arise between regularly scheduled meetings or in circumstances where the Board has specifically delegated certain issues to the Committee.

COMPOSITION

The Executive Committee shall be comprised of the Chairperson of the Board, the Vice Chairperson, the Treasurer, Past Chairperson* and the CEO.

**If still a sitting Board member.*

The Board Chairperson serves as Committee chair.

LENGTH OF TERM; APPOINTMENT

1. The term of members coincides with their term in office on the executive.
2. Executive Committee members will be appointed at the Boards first meeting following the AGM.

MEETINGS & QUORUM

1. The committee will meet at the call of the chair either in person or electronically.
2. A quorum of the committee is three committee members, with one being the Chair. In the event a committee member is not capable of personally carrying out their powers and duties, the Committee can continue to deal with its core business.

REPORTING

The Executive Committee will report to the Board of Directors and ensure the Board is appropriately apprised of any significant issues in a timely manner.

RESPONSIBILITIES

The Committee will:

1. Determine if it is necessary to call a full board meeting regarding the issue or topic that has arisen.
2. Act on behalf of the CCN Board of Directors and have all the power of the Board between meetings, unless otherwise specified by the Board.
3. Keep minutes of items discussed to share with Board at their next meeting, unless discussion is in camera and of too sensitive a nature.
4. Deal with any matter unless the Board has specifically entrusted the matter to another standing committee.
5. Have signing authority: Chairperson, Vice Chairperson, Treasurer and the CEO will be the signing authorities on behalf of the organization.