EBC Executive Committee Terms of Reference

1. Name and Type of Committee:

Executive committee

2. General Purpose:

to revisit annual and strategic board priorities, and to evaluate recent actions based on plans.

3. Key Duties and Responsibilities:

To provide high-level oversight of board and EBC operations.
To make sure that short-term priorities are in line with longer-term planning objectives
To track progress priority tasks (both for board-specific and staff tasks at EBC)
To share emerging issues in a focused setting prior to discussion by the whole board
To track some financial details at a finer resolution than statements issued by the book-keeper to the board.

a. Level of Authority

Is the committee's work public-facing? No

- What authority does the committee have to make decisions involving cash? Limits, thresholds? All members have signing authority
- What powers regarding privacy, security? The executive committee will handle confidential staffing and financial issues, and will abide by the privacy rules set out by the HR committee
- Access to member information? No
- Can the committee enter into contracts (verbal included) on behalf of EBC? Yes
  - What kind? Staffing and financial decisions, such as hiring the book-keeper. A spending limit is set by EBC's Financial Management Policy.
  - Board approval required? Yes, at next Board Meeting.

b. Reporting Relationship: No specific channel, but as appropriate (president's report, HR committee, treasurer's report).

Who will submit reports? Minute-taker at committee meetings. This role rotates.

- How often will reports be made? Reports will be written as the committee meets
- When will they be submitted? No specific channel, but as appropriate (president's report, HR committee, treasurer's report).

4. Composition and Appointments:

How will the chair be nominated? Rotating chair.

- Who should be ex officio members? President. Vice-president, treasurer, secretary.
- How will members be selected? Only the above, with other board members invited as required.
- Can the chair appoint members? No.
- How many members should there be? A minimum of 2 and maximum of a minority on the board.

5. Meetings:

Quarterly or as agreed to. Emergency meetings are possible. Large damage to EBC reputation or existance, or substantive criminal/legal matters. Agendas preferred but not req'd. Consensus is the goal.

How frequently will the committee meet, at minimum? Quarterly at a minimum, but as required more frequently.

- What meeting process will be used? (eg. Robert's Rules, Rusty's Rules) Consensus.
- What decision making style will be used? (eg. Majority (51%) vote, 75% majority vote, consensus, etc) Consensus.
- Current members (November 21, 2015): Jonathan W, Nancy M, Anna V, Geoff H.

a. **Resources**

Financial

- How much money, and over what time period, will the committee need to complete its goals? No money is allocated to this committee.

People

- How many hours of volunteer time? Minimum 4 hours of volunteer time per month.
- What kind of paid staff time is needed? None, other than consulting the book-keeper occasionally.
- Are paid staff required for meetings? No.

4. Specific Annual Objectives: implementation of the strategic plan

5. Reports and Target Dates: via the revision of the strategic plan on an annual-semi

annual basis. Default option would be that the minutes are recorded in the in camera (open to the board, not staff or public).

6. Review and Evaluation Process: role and existence of the EC is subject to review annually

7. Approval Date and Review Date:

Reviewed:

Jasmine Farahbakhsh	Feb 9, 2016
Dan Thompson	Feb 17,2016
Jonathan Woelber	Feb 17 2016
Rachel Keglowitsch	Feb 17, 2016