

## **EXECUTIVE COMMITTEE**

### *Terms of Reference*

#### **Purpose**

The purpose of the Executive Committee is to provide management and direction in the affairs and business of the Clinic during intervals between meetings of the board. The Committee ensures that a strategic planning process is undertaken with board involvement and eventual approval of the board. The Strategic Planning Committee is a sub-committee of the Executive Committee; however, has its own terms of reference.

#### **Membership**

The Executive Committee shall be comprised of;

- Chair
- Vice Chair
- Treasurer
- Secretary
- Nurse Practitioner Lead, ex-officio
- Administrative Lead, ex-officio

The board must fill vacancies in the Executive Committee by election from among its members.

#### **Roles/Responsibilities**

1. During intervals between regular meetings of the board, the Executive Committee may exercise (subject to any regulations such as the board may from time to time impose) all the powers of the board in the management and direction in the affairs and business of the Clinic, which shall be taken as being in the best interest of the Clinic.
2. At any meeting of the Executive Committee, a quorum shall be the majority of its members of record.
3. Meetings of the Executive Committee may be held electronically or in person at the head office of the Clinic or at any other place specified in the notice of the meeting.
4. Each board director (other than Executive members) shall be entitled to speak, but not to vote, at any meeting of the Executive Committee at which she/he is present. Only members of the Executive Committee are entitled to notice of any meeting of the executive committee.
5. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting.
6. Minutes of all meetings are documented and presented to the board at the next general meeting.

## Algoma

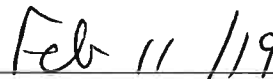
### *Nurse Practitioner-Led Clinic*

#### **Meeting Frequency**

- The Executive Committee may meet at any time deemed necessary during intervals between regular meetings of the board.



Wendy Payne, Board Chair



Date of Chair Signature