

EXECUTIVE COMMITTEE

Terms of Reference

Role

The role 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. It also is responsible for the Executive Director exit interviews.

The Strategic Planning Committee is a sub-committee of the Executive Committee with its own terms of reference.

Membership

The Executive Committee shall be comprised of;

- Chair
- Vice Chair
- Treasurer
- Secretary
- Executive Director, ex-officio

All executive members are elected by the Board of Directors for maximum term length of 2 years.

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.
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. Interview the executive Director on their departure.
6. Conduct annual standing committee evaluation and present recommendations for any changes to the board at the May meeting.
7. Minutes of all meetings are documented and presented to the board at the next general meeting.

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