



EXECUTIVE COMMITTEE POLICY

1. BACKGROUND

The United Way of Central Alberta's board is responsible for the governance of the organization. The board relies on an executive committee to appropriately manage activities between meetings ensuring the board is efficient and effective. As such, the Board has undertaken to develop a policy that outlines the executive committee's responsibilities, authority and limitations.

2. TERMS OF REFERENCE

The UWCA Executive Committee membership will include the individuals in the following board roles: president, past-president, vice-president and treasurer. In addition, the CEO of the UWCA will be a standing member. The executive will be elected into their positions by the board following the election of the directors at the annual general meeting.

The UWCA Executive Committee shall:

- a) prepare agendas for board meetings based on the key issues facing the organization as well as items identified in the master agenda;
- b) provide guidance on staff and agency issues as requested by the CEO;
- c) address personnel matters including goal setting and performance reviews specifically for the board's one employee, the CEO;
- d) address director performance issues related to compliance with the board's policies and procedures.

Under no circumstances shall the executive committee overturn decisions made by the board of directors; nor shall the executive committee make decisions independent of the UWCA board decision approval processes.

The executive committee will typically meet in person or by teleconference once per quarter. The majority of business, including review of agendas, will be conducted by email.

3. DOCUMENT APPROVAL

This TOR was approved by the Board Jan.2020

4. REVISION HISTORY

The following information documents at least the last 3 changes to this document with all the changes listed for the last 6 months.

Date	Revised by	Changes
December 2019	Governance CTE	Amend from Policy to TOR.
Jan 2020	Board	Approved

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