

Manual: Board of Directors

Title:	EXECUTIVE COMMITTEE	No.: CA-310
Section:	Board Committees	Effective date: 2024-04-23
Issuing authority:	Board of Directors	Date of last revision: 2021-06-21
Approver:	Board of Directors Thomas Soucy, Chairperson	Approved on: 2024-04-23

PURPOSE

The Executive Committee addresses matters that are urgent or that must be resolved between regular meetings of the Board of Directors (the “Board”).

Membership and operations

1. The Executive Committee is made up of the chairperson, vice-chairperson, Board treasurer, secretary (President and CEO) and at least one other Board member with voting rights.
2. The Chairperson of the Board also chairs the committee.
3. All members have voting rights except the secretary of the committee.
4. The Committee meets as needed between the Board’s regular meetings.
5. The Committee operates in accordance with the policy on Board of Directors committees (CA-300).

Responsibilities

The committee:

1. May resolve any activities in an emergency situation solely during the period between regular Board meetings, subject to the limits set out in the By-Laws or unless otherwise indicated by the Board;
2. Performs any other duties assigned by the Board;
3. Operates within the guidelines


Ratification of Board decisions

The Committee must have all its decisions ratified by the Board at the next regular Board meeting.

Report

The committee reports on its meetings to the Board and keeps minutes of its meetings.

Terms of Reference Reading and Understanding Record


Signature

2024-06-25
Date

Return a signed copy to the committee chairperson following the first committee meeting in accordance with the annual schedule.

Supersedes: **Zone 1:** _____ **Zone 5:** _____
 Zone 4: _____ **Zone 6:** _____