

**Fairfield Gonzales Community Association  
Executive Committee  
Terms of Reference**

1. Oversees the administration and financial wellbeing of the Association;
2. Ensures good governance of the Association;
3. Provides direction and feedback to the Executive Director;
4. Approves the draft board meeting agenda for presentation to the Board of Directors;
5. Ensures timely preparation of the Annual Report and the Annual General Meeting;
6. Oversees the progress of any committee and the completion of any assignments approved by the Board;
7. Oversees the hiring and annual performance evaluation of the Executive Director;
8. Acts on behalf of the board in emergency situations, informing the board fully and immediately of action or decisions taken;
9. Reports at the next Board meeting or as needed on matters addressed by the Executive; and
10. Ensures that the Association is following its strategic plan and brings forward to the Board, within in a timely fashion, any suggestions that will help achieve any goals set out in the plan.

Approved by the Board of Directors on March 09, 2009.