

Terms of Reference for the Executive Committee

Purpose:

The Executive Committee acts on behalf of the Board and supervises the performance of other committees and the Executive Director, as noted below.

Responsibilities:

1. Oversees the administration and financial wellbeing of the FGCA
2. Ensures good governance of the FGCA
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 as delegated 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
10. Ensures that the FGCA 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

Membership:

The Executive Committee consists of the Board's Chair, Vice-Chair, Treasurer, and Secretary. Other directors may be invited as determined by the Board but in a non-voting capacity. The Executive Director is a non-voting member ex-officio.

Meetings:

The Committee shall meet prior to each board meeting and at other times when needed. Quorum is reached by a simple majority of the Committee.

Communication and Reporting:

Minutes shall be prepared, and reports submitted to the board as per FGCA Policy 6.3.1.

Support Needs

The Committee shall be supported by the Executive Director in minor matters such as meeting scheduling, printing, etc. More significant allocations of time or financial resources require board approval.