



## EXECUTIVE COMMITTEE TERMS OF REFERENCE

**TYPE:** Standing Committee

**PURPOSE:** The Executive Committee supports the Board in its broad responsibility to provide oversight and direction to the organization. The Committee also provides a forum for decisions considered beyond the responsibility of a subordinate individual or group but not requiring consideration by the full Board, and an opportunity for preview of items before presentation to the full Board.

**SPECIFIC AREAS OF RESPONSIBILITY:**

1. Ensures board orientation and ongoing development of board directors
2. Facilitates development of a set of performance indicators and processes that help the Board monitor the organization's performance and manage risk.
3. Ensures regular and effective communication and consultation with funders, members and community stakeholders about the organization's work and achievements.
4. Leads development and updating of the CORK strategic plan and annual planning document
5. Provides an opportunity to preview items before presentation to the Board
6. Decides approval of capital expenditures, if not included in the Board-approved budget, in accordance with the Policy Manual finance section
7. Reviews specified governance policies annually to ensure they are current and effective, and recommend updates as required

**COMPOSITION:** In accordance with the by-laws, the Executive Committee shall consist of "the Chair, the Secretary and the Treasurer and one other Director selected by the three previously identified". The Executive Director or other individuals may be invited to attend meetings in a non-voting status.

**TIMEFRAMES AND REPORTING:** The Committee shall meet periodically as its responsibilities should require. Minutes of meetings shall be kept and submitted to the Board for approval.

**APPROVAL/REVIEW DATE:**

Approved by the Board of Directors – 10 December 2019  
Review Date -