

Langs Farm Village Association

Job Description for

EXECUTIVE COMMITTEE

- Purpose:** The Executive Committee may act for the Board of Directors, as authorized between meetings or during any period that the Board is not in session.
- Membership:** The Executive Committee shall consist up to 6 elected officers of the association, which includes: the Chairperson or Co-Chairs, Vice Chairperson, Treasurer, Secretary and Past Chairperson (when the position is filled). The Executive Director of the association shall be an ex-officio, non voting member. When appropriate the Chairpersons of standing committees may attend an Executive Committee meeting.
- Accountability:** The Executive Committee will be responsible for preparing a written report to the Board of Directors.
- Frequency of Meetings:** The Committee shall meet as required or at least quarterly prior to the meeting of the Board of Directors. In the event of an emergency, decision making may be reached by consensus on the telephone or via email.
- Quorum:** A quorum for all Executive Committee meetings shall be a majority of the eligible voting members.

Responsibilities:

1. The Executive Committee shall act on existing policies and directives from the Board.
2. The Executive Committee shall assist with the establishment or implementation of policies and procedures in the absence of the Board of Directors.
3. The Executive Committee shall have the responsibility of handling all matters pertaining to the Executive Director's employment. The committee shall establish performance standards and conduct the Executive Director's performance appraisal.
4. The Executive Committee shall review the organization's budget and may deal with confidential matters pertaining to finances

5. The Committee shall investigate or examine the feasibility of special projects of new directions being explored by the organization, when appropriate or as requested by the Board.
6. The Executive Committee will assist with the Board Member Nomination process including the recruitment, screening, and orientation of potential new members.
7. The Executive Committee may establish workgroups from time to time, when appropriate to deal with specific areas of business. (e.g. Executive Director performance appraisal)

Revised: December 2009, July 2013

Approved: September 2013