

Executive Committee

Terms of Reference

Purpose Statement

- 1.0 This is a Committee of the table officers of the Board of Directors (President, Vice President, and Secretary Treasurer) and the senior management staff.
- 2.0 The Executive Committee develops strategies for initiatives as directed by the Board.
- 3.0 The Executive Committee may develop recommendations for Board discussion.
- 4.0 The Executive Committee is advisory to the Board.
- 5.0 The Executive Committee is a forum within which the Management Committee may seek advice and discussion regarding global organizational issues. Based on the outcome of these discussions, the Executive Committee advises the Board and the Finance Committee accordingly.

Reporting Relationships

- 1.0 The Committee reports to the Board of Directors, by providing reports to the Board as needed.

Membership

- 1.0 The Committee is comprised of:
 - 1.1 President
 - 1.2 Vice President
 - 1.3 Secretary Treasurer

Staff

- 1.0 The Senior Management staff are assigned to the Committee.

Membership Term

- 1.0 The members are on the Committee by virtue of their roles in the Union.

Chair

1.0 The Chair is the President.

Chair's Responsibilities

The Chair shall:

- 1.0 Set the agenda, distribute and review minutes, set meeting dates, and adhere to HSA policies.
- 2.0 Submit budget requests for the costs associated with the Committee in accordance with the timelines provided by the Finance Committee.
- 3.0 Conduct and facilitate committee meetings.
- 4.0 Monitor and manage the committee meeting budget.
- 5.0 Liaise with external expertise as required.
- 6.0 The Committee Chair ensures the Committee goals, objectives and purposes are fulfilled.

Staff Resources

1.0 The Executive Assistant provides administrative support to the Chair and the work of the Committee.

Distribution of Minutes

1.0 Committee minutes are distributed to Committee members.

Frequency of Meetings

1.0 Meetings are at the call of the Chair.

Goals

The Committee shall:

- 1.0 Conduct preliminary work on issues not otherwise covered by other committees prior to broader discussion at the Board.
- 2.0 Discuss substantive changes to the management plan.
- 3.0 Strategize around exceptional issues.
- 4.0 Develop recommendations for coordinated and integrated action plans.

Objectives

The objectives of the Committee are to:

- 1.0 Facilitate decision making by the Board.
- 2.0 Maintain open communication between the Board and senior staff.
- 3.0 Provide a venue for confidential and candid discussion.

Approved by BOD: November 5, 2008

