

Community Health Services Job Description for Executive Committee

Committee Name: Executive Committee

Committee Charge:

The role of the Executive Committee is to help the Board accomplish its work in the most efficient way. The primary function of the Executive Committee is to exercise powers of the Board of Directors which arise between regularly scheduled Board meetings or when it is not practical or feasible for the Board to meet.

Accountability:

- The Executive Committee is a special committee established by the Board of Directors as a standing committee.
- The Executive Committee reports to the Board of Directors.
- The Chair is the Board President. In the event the Board President is absent, the Vice President/President-Elect may act as the Chair.
- The Committee shall meet at such times and places and by such means as the President shall determine.
- The Committee shall report regularly about its activities to the Board.

Composition and Term of Service:

- Board President
- Board President-Elect who will assume the position of President when the office is vacated.
- Board Secretary/Treasurer
- Staff - Executive Director
- The terms of service will be one year with opportunities to serve additional terms if warranted.

Duties:

- Oversees operations of the Board
- Acts on behalf of the Board during activities that occur between meetings
- Assists President in suggesting items for Board meeting agendas
- Assists in the formation of Board committees, their members, and chair
- Supervises and supports the Executive Director in assessing priorities and identifying resources
- Coordinates annual performance review of the Executive Director, reports to Board on the review, and recommends compensation for Board approval.