

## Executive Committee Mandate

The Executive Committee is responsible to the Board of Directors, and is to provide leadership to the Board and the Principal. The Executive Committee is responsible for 6 key areas, which include:

1. Driving the creation and the fulfillment of the strategic plan.
2. Agenda planning for the board and membership meetings
3. Serving as the human resource committee for the principal and the support staff
4. Acting in place of the Board when decisions are essential between board meetings
5. Being a liaison between the OACS and other organizations
6. Staffing the board, encouraging present members, and training new members.

The mandate will be achieved through the following activities:

### Strategic Planning

1. Under the leadership of the Board Chair the Executive will serve to drive the strategic plan process, ensuring the board and its committees remain focused and aligned to the plan, its vision and its focus.
2. The Executive will consult with the Strategic Plan Coordinator and discuss concerns in regards to the implementation of the Statgic Plan.
3. The Executive shall ensure that annual work plans for the Board and Committees are completed each year.
4. The Executive shall ensure that year end reports are completed by each committee each year, assessing the work they have and have not completed.

### Agenda Planning

1. Planning Board meeting agendas
2. Planning membership meeting agendas

### Human Resources

1. Act as a coach, offer guidance and support the principal
2. Give time to the principal in the executive committee meetings.
3. Set up an evaluation process of the principal
4. Discuss with the Principal and determine salary, job descriptions priorities, time allotment and any other H.R. issues.
5. Ensure open communication between the principal and the Board Committees.
6. Ensure that the principal as ex-officio member of the board serves the board effectively and responsibly. The board chair should drive this.

### Non Standard activities

1. Any issues that come up between board meetings that require decision or handing off to a committee should be done at the Executive Committee.

### OACS or other organizations

1. When correspondence or issues arise from these two organizations a plan should be made to deal with them or they should be dealt with at the meeting.

## Staffing the Board

1. Working with Governance Committee, the Executive needs to create a Board officer succession plan that ensures a high level of Board continuity and performance excellence.
2. The Executive and the Board chair in particular, shall coach individual members of the board to grow in their role as board members.
3. Ensure orientation of new members to the Board.
4. Seek to encourage members who are gifted to move into roles on the Executive.

## Executive Committee Membership and Structure

The Executive Committee will be made up of:

- Board Chair
- Vice-All
- Board Secretary
- Treasurer
- Principal as an ex-officio member

## Executive Committee Meetings

1. Executive Committee meetings will be held bimonthly, beginning in September at least one week prior to the Board meeting.
2. Addition meetings can be called as needed.
3. The Secretary will take minutes of all meetings
4. Subsequent to each meeting the Chair will produce a Board Report including:
  1. What we have done and what we are doing well.
  2. What we need to improve and difficulties we are facing.
  3. How we are doing in relation to our goals and timelines.
5. Any recommendations shall be brought to the Board for approval using the proper recommendation format.

Note: The Executive is in no way a substitute or intended to usurp the powers and accountability of the Board. It is a facilitator to deal with intra Board meeting urgent issues requiring immediate attention and not deemed sufficiently important or with sufficient time to call a special meeting of the Board. All issues dealt with will always be taken to the Board for information/ratification at the next Board meeting.