

Governance Policies and Procedures



Policy Name:	Executive Committee Policy
Policy Number:	006
Policy Type:	Board Officer's Roles and Accountability
Approval Date:	October 23, 2017
Date for Review:	Every 3 Years

INTRODUCTION:

GENERAL

Composition

Subject to governing legislation as applicable, and the By-Laws and Articles of the Federation, the Executive Committee of the CFLA-FCAB may be composed of the Executive Officers of the Board: namely the Chair, Vice-Chair, Past-Chair, Treasurer and Secretary.

Powers

Subject to the By-Laws and Articles of the Federation, during intervals between the meetings of the Board, the Executive Committee shall possess and may exercise all powers of the Board in the management and direction of the affairs and business of the Federation in such a manner as the Executive Committee deems to be in the best interest of the Federation.

Procedures

The Executive Committee shall have the power to fix its quorum at not less than a majority of its members and may fix its own rules of procedure, subject to quorum and any other Board regulations. The Executive Committee shall keep minutes of its meetings recording all actions taken by it, and a summary of the meeting shall be submitted to the Board at its meeting immediately following that of the Executive Committee.

Quorum

The quorum of the meeting of the Executive Committee shall be determined in accordance with the procedures outlined in this document. No business may be transacted by the Executive Committee except at a meeting of its members at which a quorum of the Executive Committee is present.

PROCEDURES:

CHAIR (Refer to CFLA-FCAB Roles and Responsibilities: CFLA-FCAB Chair for complete details.)

Acting as the chairperson of the Board of Directors, the Chair of CFLA-FCAB is responsible for the provision of leadership and direction to Board of Directors and the Executive Director. The Chair shall ensure the effective action of the board in governing and supporting the organization; oversee board affairs; represents the federation in the community and speaks on behalf of the board.

VICE-CHAIR (Refer to CFLA-FCAB Roles and Responsibilities: CFLA-FCAB Chair for complete details.)

Working closely with the Chair, the Vice-Chair is encouraged to take a leadership role in the implementation of the strategic plan and shall:

- **Generally:** Act as the Chair in his/her absence; assist the Chair on the above or other specified duties.
- **With the Community:** Represent the Federation at the request of the Chair.
- **Additional Responsibilities:** As needed.

PAST CHAIR

Working closely with the Chair and Vice-Chair, the Past-Chair, has the primary responsibility to provide the Executive Committee and the Board, any and all corporate knowledge required to ensure that decisions are based upon sound and complete information. If the Past-Chair is not a member representative, the position will be posted to the slate of incoming Board nominations to be voted in at the Annual General Meeting. The Past-Chair is a non-voting ex-officio of the committee.

The Past-Chair shall:

- **Generally:** Provide advice to the Chair and Executive Director as needed.
- **Special Responsibilities:** Work on special projects from time to time as assigned by the Board.

TREASURER

The Treasurer is responsible for the Federations' funds and securities and shall account to the Executive Committee, the Board of Directors and Members of the Federation for all financial transactions of the Federation. The Treasurer shall:

- **Generally:** Manage the board's review of, and action related to, the board's financial responsibilities. Work with the Executive Director in developing and implementing financial procedures and systems.
- **Reports:** Ensure that appropriate financial reports are made available to the board. Regularly report to the board on key financial events, trends, concerns, and assessment of fiscal health.
- **Committees:** Chair any CFLA-FCAB committees, when formed, related to finance. This can include the Finance Committee and the Audit Committee and prepares agendas for their meetings.
- **Auditor:** Recommend to the board and Membership, the selection of an auditor. Work with the auditor and the Audit Committee the Finance and/or Audit Committees; present the annual audited financial report to the Membership at the Annual General Meeting.
- **Cash Management and Investments:** Ensure, through the CFLA-FCAB Board, the sound management and maximization of cash and investments.

SECRETARY

The Secretary shall be the secretary for all meeting of the board and will:

- Submit minutes of all proceedings
- Provide notice to members
- Act as custodian for all records and documents of CFLA-FCAB