

**Executive Committee
Committee Charter**



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| Purpose | The Executive Committee serves the Society through by acting on behalf of the Board of Directors in the intervals in between Board meetings only to the extent that it knows how the Board of Directors would act on any given topic. In unusual cases, usually due to the timeliness of decisions, the Executive Committee may act on a matter when the Board’s position is not clear. The Executive Committee also functions as the “personnel committee” of the Board of Directors, performing the annual performance review of the Executive Director, based on the input of the Board of Directors. |
| Ongoing Committee Activities / Committee Charges & Strategies | The committee undertakes the following activities: <ol style="list-style-type: none"> 1. Perform annual performance review of the Executive Director. 2. Oversee the Society in between Board meetings. 3. Oversee the operations of the Society (whereas Board is more strategic). |
| Roles and Responsibilities | <p>Chair/AUGS President</p> <ul style="list-style-type: none"> • Help structure agenda for meetings. • Report any timely or independent decisions back to the Board through the President’s Report or via email depending on the urgency of the matter. <p>Members</p> <ul style="list-style-type: none"> • Be prepared and actively participate in all conference calls and meetings. • Work on projects as delegated by the Chair. |
| Workgroups and Other Committee Relationships | The Executive Committee engages, as needed, with other AUGS Committees to assist with the implementation of the Strategic Plan. |
| Expected Commitment | The committee meets as needed via conference call in between meetings of the Board. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled. |
| Committee Composition | The committee is comprised of the President, President-elect, Vice President, Immediate Past President, Treasurer, and Executive Director. The Executive Committee is chaired by the President. |
| Committee Terms | All committee members serve for the length of term consistent with their office. |
| Committee Members | <ul style="list-style-type: none"> • <i>Chair:</i> Holly Richter, PhD, MD (President) • Elizabeth Mueller, MD (President Elect) • Catherine Bradley, MD (Vice President) • Michael Flynn, MD (Treasurer) • Shawn Menefee, MD (Immediate Past President) |
| Staff Liaison(s) | Michelle Zinnert, CAE AUGS Executive Director Michelle@AUGS.org |