

Executive Committee Committee Charter



Purpose	The Executive Committee acts on behalf of the Board of Directors between meetings, guided by the Board's known positions. In urgent situations where the Board's stance is unclear, it may make timely decisions. The Committee also serves as the Board's personnel committee, conducting the CEO's annual performance review with input from the full Board.
Ongoing Committee Activities / Committee Charges & Strategies	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> • Help set the agenda for full Board meetings. • Review and refine strategic initiatives before they are presented to the entire Board. • Providing guidance on policy issues, especially those requiring quick turnaround. • Act on behalf of the full Board between meetings, within the authority delegated by the bylaws. • Ensure continuity of leadership and decision-making when urgent matters arise. • Hire, support, and conduct performance evaluations of the CEO. • Serve as a sounding board to staff leadership on sensitive or high-impact issues.
Roles and Responsibilities	<p>Chair/AUGS President</p> <ul style="list-style-type: none"> • 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. • Run an effective meeting to ensure involvement of committee members and the advancement of activities and charges. <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 monthly except for months in which there is a Board meeting. Committee members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled. Time commitment varies by officer but work specific to the Executive Committee is typically 2-3 hours/month.
Committee Composition	The committee is comprised of the President, President-elect, Vice President, Immediate Past President, Treasurer, and CEO. The Executive Committee is chaired by the President.
Committee Terms	All committee members serve for the length of term consistent with their term of office.
Selection/ Appointment	Refer to AUGS bylaws for officer selection.
Committee Requirements	Refer to bylaws and officer job descriptions.
Staff Liaison(s)	<p>Stacey Barnes CEO stacey@aug.org</p>