

### 3-101 Executive Committee Charter

#### Purpose

The Executive Committee may assist the Board by providing guidance on the Board's:

1. overall vision and strategy
2. meeting agendas
3. governance policies

The Executive Committee may also assist the Board on other matters as requested by the Board or the Board Chairperson.

#### Membership

The Executive Committee shall be composed of the:

1. Board Chair
2. Board Vice-Chair
3. Appointed Chair(s) of all Board Standing Committees

However, Standing Committee chairs who are not Board members shall not serve on the Executive Committee.

Unless otherwise directed by the Board Chairperson, the Board Chairperson shall preside over the Executive Committee and have the responsibility of reporting the Committee's proceedings to the Board.

#### Meetings

The Executive Committee shall:

1. Meet as often as needed to fulfill its responsibilities as charged and
2. Hold and conduct meetings in accordance with the requirements of the Open Meeting Law.

A majority of the Committee membership shall constitute a quorum. The Chairperson shall set the time, date and place of the meetings.

Originally Adopted June 25, 2008

Revised August 31, 2010

Revised January 20, 2015

Revised December 5, 2017