



**Executive Committee
Terms of Reference**

Purpose: The Executive Committee acts on behalf of the CHPCA Board of Directors when the board is not in session.

Functions :

1. Oversees the administration and financial statements of the Association.
2. Provides direction and feedback to the Executive Director regarding policy priorities and Workplan items.
3. Approves the draft Workplan for presentation to the Board of Directors.
4. Ensures good governance of the Association.
5. Ensures timely preparation of the Annual Report and Audited Statements.
6. Oversees the work of the CHPCA Committees and Interest Groups.
7. Oversees the hiring and annual performance evaluation of the Executive Director.

Members :

1. The President, Past-President, Vice-President, Secretary/Treasurer and two board members, all to be elected by the Board.
2. The President acts as Chair of the committee.
3. The Executive Director is an ex-officio member of the Executive Committee.

Length of Term:

1. President, Vice-President, Past-President & Secretary/Treasurer: a two-year term coinciding with their term in office.
2. Members – a two-year term with the possibility of renewal for a second two-year term. The term of a member of the Executive Committee may, upon election, be extended to coincide with the completion of such person's term of office as President, Vice-President, or Secretary/Treasurer.

Frequency of Meetings:

The committee will meet at the call of the chair by teleconference, or in person as budget and agenda allow.

Reporting Responsibility:

1. The Executive Committee reports to the Board of Directors at the semi-annual meeting. Additional information or updates may be communicated to the Board of Directors by e-mail, mail or fax when appropriate.
2. All meetings shall be documented, with minutes circulated and preserved.