

## **PURPOSE**

To enable the Board to act more efficiently and to address urgent matters between Board meetings.

## **SCOPE**

To review urgent matters that arise between Board meetings and determine course of action.

To review and summarize Board materials as appropriate.

To provide advice and guidance as needed to the Board Committees.

## **GOAL**

To ensure the smooth functioning of the Board through provision of a nimble and effective group that can react to issues that arise unexpectedly and to support the Board Committees in their activities.

## **OBJECTIVES**

To address issues that arise unexpectedly and require an immediate resolution, and to report back on those at the next Board meeting.

To act as a sounding board for the Lead Minister and the Executive Director, Operations.

To ensure Board materials are submitted and reviewed so they are ready for the Board meeting.

To assist the Board Committees in their role.

## **DELIVERABLES**

Unanticipated issues requiring Board direction are handled appropriately and in a timely manner.

The Board feels supported and informed on all matters addressed by the Executive Committee.

Board committees feel they are supported and have clear direction and guidance to fulfil their purpose.

Ministers and staff feel supported.

## **MEMBERS**

### *Number*

The Executive Committee members will be a maximum of five, three of whom are Board members and two whom are staff members.

### *Term of Membership*

Executive Committee members who are Board members are elected for a two year term, with two renewable one year terms. Staff members sit on the Executive by virtue of their position.



### *Appointment*

Executive Committee members are appointed by virtue of their position on the Board and will be the Board Chair, the Board Secretary, and the Board Treasurer. The staff members will be the Lead Minister and the Executive Director, Operations.

### *Early Removal*

Executive Committee members may be removed before their term ends if they:

- a) resign;
- b) move away;
- c) leave the United Church;
- d) miss more than three meetings in a row;
- e) exhibit unsuitable behavior; or
- f) other reasons the congregation feels appropriate.

## **MEETING**

### *Quorum*

A quorum will constitute fifty percent plus one of the membership. (e.g. if five members, then the quorum will be 3)

### *Frequency of Meetings*

Meetings will be held twice a month.

### *Chair*

The Board Chair will be the chair of the Executive Committee

### *Notice of Meeting and Agenda*

An agenda will be circulated at least five days prior to an Executive Committee meeting.

### *Meeting Minutes*

Meeting minutes will be circulated no later than one week after an Executive Committee meeting.

### *Voting*

All members may vote and decisions are reached by consensus.

## **REPORTS TO**

The Church Board

## **RELATED POLICIES**

United Church Manual

## **REVIEW AND REVISION**

These terms of reference will be reviewed every two years.