

# MEDICINE HAT & DISTRICT HEALTH FOUNDATION

<b>Policy and Procedure Manual</b>	<b>Title:</b> <b>Executive Committee – Terms of Reference</b>	
	<b>Section:</b> <b>Committees</b>	<b>Reference Number:</b> II.2019.002

## **PURPOSE**

The Executive Committee shall meet upon request of the Board Chair for the purpose of performing business. The Executive Committee may exercise all the powers and authority of the Board in the management of the business and affairs of Medicine Hat & District Health Foundation between Board meetings. The Executive Committee shall not have power to amend Medicine Hat & District Health Foundation bylaws. The Executive Committee shall perform such other duties as the Board may delegate to it from time to time.

## **DUTIES**

The Executive Committee is responsible for the planning of Board meeting agendas, strategic planning and Human Resources; including the hiring and annual performance evaluation of the Executive Director. The Executive Committee will also be responsible for reviewing the employee policy and procedure manual annually or as needed.

All action by the Executive Committee shall be reported at the next Board meeting, except as the Board may waive compliance with the requirement. The Board may reconsider any action by the Executive Committee, and take action thereon, provided that no such reconsideration shall adversely affect the rights of third parties who have acted in reliance on action of the Executive Committee.

## **ACCOUNTABLE TO:**

The Committee shall be accountable to the Medicine Hat & District Health Foundation Board of Directors.

# MEDICINE HAT & DISTRICT HEALTH FOUNDATION

## COMMITTEE MEMBERSHIP:

- Board Chair
- Board Vice Chair
- Board Secretary/Treasurer
- Board Past Chair (if position is filled)
- Executive Director, Medicine Hat & District Health Foundation (ex-officio)

## TERM OF OFFICE:

- The Board Chair appointed by the Board of Directors will act as Chair, Executive Committee
- Committee Members will be elected or appointed annually.

## MEETING SCHEDULE:

The Committee shall meet regularly, at least four times per year, and at the call of the Chair or the request of the external auditors or management.

## CIRCULATION OF MINUTES AND REPORTING:

Minutes from each meeting shall be prepared and circulated to Committee Members. The Chair, Executive Committee will report at least annually to the Foundation Board.

## SUB-COMMITTEES

Sub-Committees will be created and disbanded as appropriate.

## Signatures/Approvals:

<u>Brent Fisher</u>	<u>Board Chair</u>	<u>September 2019</u>
Name	Title	Date

<u>Heather Bach</u>	<u>Executive Director</u>	<u>September 2019</u>
Name	Title	Date