

# Executive Committee

**Membership:** The Executive Committee Shall consist of Officers of the Board. The President/Principal is an ex-officio, non-voting member of the Executive Committee and attends all meeting except those involving his/her evaluation.

**Purpose:** The purpose of the Executive Committee is to:

- Coordinate the board's review of the chief administrator's performance and compensation considerations.
- Function in place of the full board within prescribed directives.
- Serve as a sounding board for the president/principal.
- Focus the board's work.

**Structure:** The Executive Committee is accountable and reports to the Board of Directors. The committee meets regularly to prepare for board meetings and accomplish its work.

**Function:** The specific functions of the Executive Committee are to:

- Submit actions carried out between board meetings to the full board for approval
- Submit minutes of the Executive Committee to the board for information or approval.
- Carry out specific directions of the board.
- Provide counsel, feedback, and support when requested.
- Coordinate the board's involvement in establishing strategic and/or long-range plans.
- See that an evaluation system exists for all aspects of the organization and ensure the evaluation of the president/principal.
- Manage the contract process for the president/principal.
- Work with the president/principal in resolving emergencies or organizational crises.
- Identify, define, staff and recommend needed committees or task forces to the full board.