



2.1.5 Executive Committee

Purpose: This policy provides the purpose and responsibilities of the Executive Committee (ExCom)

Applies to: Volunteers, Board of Directors

PURPOSE / SCOPE

The Executive Committee is responsible for ensuring the effective functioning of the Board and Board Committees, the development and maintenance of working relationships between the Board of Directors and Operating Committees, and the development and maintenance of the working relationship between the Board of Directors and the Executive Director.

The Executive Committee is charged to represent the Board and to act in the best interest of the Society, subject to statutory and Board-imposed limitations on committee action, when the Board is not in session. In emergencies or other situations where prudence dictates, the Executive Committee may act with the powers of the Board, notifying the Board of Directors of such actions within a reasonable period of time.

COMMITTEE STRUCTURE and APPOINTMENTS

The committee shall be chaired by the President and consist of the MRS Officers (President, Vice President, Past President, Treasurer, Secretary, and the Executive Director).

MEMBERSHIP TERM OF SERVICE

The President shall chair the committee for her/his term of office. The term of service for the committee members shall be their term of office.

MEETINGS AND PROCESS

In order to accomplish its standing duties and the annual committee charges from the Board, the committee shall meet during the Spring and Fall meetings, and regularly throughout the year via teleconferencing and/or virtual means.

RESPONSIBILITIES AND AUTHORITY

- Act in the best interest of the Board when the Board is not in session. In emergencies or other situations where prudence dictates, the Executive Committee may act with the powers of the Board.
- Oversee the functioning of the MRS Board of Directors, which involves directing and coordinating the work of the other standing governing committees and task forces, setting the agendas for all Board meetings, and maintaining effectiveness governance of the Society.
- Determine the methodology for Board appointments (s), on a case-by-case basis, including engaging the Nominating Committee as needed.

- Ensures that communications with other organizations are encouraged and are “healthy.” The Executive Committee will receive periodic briefings from the Executive Director on the status of Society collaborations, partnerships, and other strategic and protocol communications with external organizations.
- Resolve volunteer differences or situations of unacceptable volunteer behavior as outlined in the 3.4.7 MRS Volunteer Behavior Policy.
- Ensure that the Executive Director position description is updated as necessary to reflect changing MRS needs, priorities, and circumstances.
- Annually negotiate the Executive Director’s performance targets and evaluate progress in achieving these targets with interval performance check-ins. Refer to 3.4.2 Executive Director Performance and Compensation Policy.

Deliverables: N/A; Review policy every three years or as needed

Who: Executive Committee

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: OpsCom

Policy first adopted: December 2020 Last modified: August 2022

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Enacting Legislation: B:2020:23; B:2020:30 (F20 Consent Agenda); B:2022:12 Consent Agenda; B:2023:09 (Consent Agenda)

Policy created by: ExeCom

Party responsible for this policy: ExeCom Committee Chair