



Terms of Reference	1.01
Committee: Executive	
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
APPROVED:	May 21 2013
LAST REVIEWED:	March 2023
NEXT REVIEW:	October 2025

The Executive Committee is a standing committee. Its purpose is to help guide the Board to govern and be accountable to the community it serves by ensuring it adheres to the mission, vision and objectives of the Foundation **and monitoring of board activities and evaluation of board members performance.**

Membership

- The committee is to consist of the officers, namely the Chair, Vice-Chair, Past-Chair, and Treasurer. The Executive Director may attend committee meetings as an ex-officio non-voting member.
- The Foundation Board formally appoints the members of the committee. The By-laws of CFPD outline the election process of the officers.

Term of Office

- The By-laws outline the terms of office and succession of the officers.

Duties and Responsibilities

- To refrain from diminishing or undermining the role of the Board as a whole.
- Review and set with the Chair, the agenda for the next Board meeting.
- Help identify and make available through the Executive Director, the resources and information the Board requires in making informed decisions.
- Act as a forum and guide for the Executive Director between Board meetings, where the expertise and corporate memory of the Committee is useful for the day to day business of the Foundation.
- Make decisions for the Board as required within the powers granted it through policies and the By-laws. These decisions should necessarily be infrequent and shall be reported to the Board at its next meeting for review and ratification.
- Ensure a formal yearly performance evaluation of the Executive Director takes place, with subsequent reporting to the Board of the results and recommended wage for the upcoming year.
- Assist in the strategic planning process.

- To review on a three year cycle and develop/revise as needed, terms of reference and policies required to fulfil the Committee's mandate, and report the recommendations to the Board for decision/disposition.

Reporting

- The committee reports to the Foundation Board.
- Committee reports must be made in a timely fashion.
- Items that must be brought to the attention of the Foundation Board include:
 - a) Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
 - b) Any other matter in which the chair desires Board consideration.

Meetings

- Meetings will be held monthly before regular Board meetings, and upon an ad-hoc basis to deal with emergent issues, at the discretion of the Chair.
- A quorum shall be considered to be three voting members of the committee.