



Terms of Reference	1.01
Committee:	Executive
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
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APPROVED:	May 21, 2013
LAST REVIEWED:	April 2025
NEXT REVIEW:	April 2028

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 Executive committee.

Term of Office

A two-year term, reviewed annually by the nominating committee. Terms will be reviewed/renewed based on the individual's expertise, skill set & experience in this individual area. Turnover of committee member(s) is to occur in a fashion that maximizes corporate memory.

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.

- Provide the Board with a slate of candidates for Committee chairs and membership of those committees for approval at the first regular meeting of the next cycle, in the month of September. The Executive creates this slate of candidates based on individual Board member consultation, board member strengths/knowledge and succession planning. Some individuals who are appointed to committees may include volunteers who are not Board members but who bring valuable expertise and knowledge to the Foundation. These “community” volunteers shall be expected to follow the same rules of conduct as if they were Board members (versus volunteers who simply help at events etc.). The CFPD Board formally appoints the list of committee members and approves the chairs of the committees.
- 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.

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:

- Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
- Any other matter in which the Board Chair desires Board consideration.

Meetings

Meetings may be held monthly before regular Board meetings, and upon an ad-hoc basis to deal with emergent issues, at the discretion of the Board Chair.

A quorum shall be considered the presence of three voting members of the committee.

Reference: By-Law No.1