



BD200.003 BOARD EXECUTIVE COMMITTEE

Policy Type: Board

Adopted: 06 2021

1. PURPOSE & ROLE IN GOVERNANCE

- (a) The Board Executive Committee is necessary in cases where immediate action or speaking on behalf of the board is necessary, typically on short notice. Working in close relationship with the Executive Director/Head of Schools, the committee prioritizes the most important issues for the Board to address.
- (b) The full Board membership delegates the following responsibilities to the Board Executive Committee:
 - Acts on behalf of the full Board according to principles set out in the Bylaws
 - Hires the Executive Director/Head of Schools and sets the compensation package, recruiting and nominating process, and hiring the Head of Schools.
 - Serves in an advisory capacity to the Board and the Head of Schools. The executive committee works closely with the executive director and advises him or her on important matters and also serve as a liaison between the Head of Schools and the rest of the board.
 - Acts as a Steering Committee for the Board, providing direction for the board, steering them toward the most important issues, and helping to prioritize board meeting agendas.
 - Conduct research to assist in strategic planning and governance issues. The committee helps to evaluate the organization's progress toward strategic goals.
 - Provides oversight for the entire Board by establishing and sunseting ad hoc committees and task forces. Executive committee officers also take responsibility for ensuring that all board members serve on at least one committee. Also, they take responsibility for ensuring that task forces and ad hoc committees are necessary and productive.
 - Addresses high-level workplace issues that are serious in nature where there is a conflict of interest involving the Head of Schools, or an administrative mediated solution is not likely. If the matter is serious, the Executive Committee hears the matter first and will make a decision about the next best steps.
 - Leads Board Director education and board development through ensuring that Board Directors learn about their responsibilities and the committee takes responsibility for following through with annual board self-evaluations.

2. OFFICER - BOARD CHAIR

- (a) Purpose: To supervise Board Directors as the principal elected officer of the Board
- (b) Duties & responsibilities:

- preside over meetings of the Board, Executive Committee and Society Meetings
- Serve as ex-officio Director of all committees
- Work with Executive Director/Head of Schools to see that all orders and resolutions of the Board are carried out
- Coordinate the work of Board officers and committees
- Call special meetings when required
- Coordinate a meeting of the executive officers to appoint all committee members
- Establish communication between Board Directors and the Executive Director/Head of Schools
- Facilitate Board decision-making and discussions
- Develop a positive relationship with the Executive Director/Head of Schools
- Meet regularly, once per month, with the Executive Director/Head of Schools for support, consultation and prayer
- Finalize the agenda for the board package
- Act as a spokesperson for the Board to the Society and/or general public on matters of governance
- Conduct new Board Directors' orientation sessions
- Lead the search team for a new Executive Director/Head of Schools when the need arises
- Coordinate and participate in the Executive Director/Head of Schools annual review and evaluation process
- Coordinate and participate in an annual board self-evaluation process
- Foster a spirit of collaboration, collective efficacy and purpose on the Board

3. OFFICER - BOARD VICE CHAIR

(a) Purpose: To exercise the duties and responsibilities of the Chair if the Chair absent or unable to act

(b) Duties & responsibilities:

- Sit as a member of the Executive Committee
- Conclude Society meetings with closing comments and prayer
- Attend all Board Meetings
- Assume full responsibilities of the Board Chair when the Board Chair is unable

4. OFFICER - SECRETARY TO THE BOARD

(a) Purpose: To maintain all board records and to ensure their accuracy and security

(b) Duties & responsibilities:

- Sit as a member of the Executive Committee

- Attend all Board Meetings
- Make sure all Board Directors are notified of times and dates of all meetings
- Keep a register of Board Directors' contact information and attendance
- Maintain Board records and membership of the Society
- Keep minutes and establish agenda of all regularly scheduled meetings
- Assume the duties of the Chair in the absence of the Board Chair and Vice Chair
- When necessary, obtain information from records and minutes to help Board Directors in the decision-making process
- Receive correspondence on behalf of the Board and report such correspondence to the Board Chair and/or Head of Schools when appropriate
- Some duties may be delegated to a Board Administrative Assistant

5. OFFICER - TREASURER

(a) Purpose: To help ensure the fiscal integrity of the organization by providing oversight of its financial activities, to ensure the accuracy of financial records, and to communicate financial information to the Board

(b) Duties & responsibilities:

- Sit as a member of the Executive Committee
- Co-chair with the Director of Finance on the Finance & Risk Management Committee
- Attend all Board Meetings
- Work with Head of Schools and staff to review and submit full and accurate financial data to the Board and Society as required
- Review the organization's annual audit review engagement and answer any questions the Board may have about it
- Ensure all financial policies are being followed
- Assist the Head of Schools in preparing the organization's annual budget
- Monitor actual financial performance of the organization against the Board-approved budget and report variances to the Board
- Act as a resource to staff on financial matters