



## FOOD FOR LIFE CANADA CHARITABLE CORPORATION

<b>POLICY CATEGORY</b>	BOARD GOVERNANCE
<b>POLICY NUMBER</b>	BG9
<b>TITLE OF POLICY</b>	EXECUTIVE COMMITTEE OF BOARD
<b>APPROVED BY</b>	BOARD OF DIRECTORS
<b>DATE OF APPROVAL</b>	APRIL 30TH, 2011
<b>REVISION DATE</b>	NOVEMBER, 2015

### **Role and Authority**

The Executive Committee is a Standing Committee of the Board. Its role is to:

1. Make decisions where such decisions are urgent, in the opinion of the Board Chair and cannot be delayed; carry out tasks on behalf of the Board, as assigned by the Board.
2. Act as a sounding board for the Executive Director, e.g. on issues where the ED is preparing a recommendation to the Board.
3. Prepare meeting agendas for Board Meetings.
4. Review performance of the Executive Director on behalf of the Board.

### **Accountability**

The Executive Committee shall submit meeting minutes to the Board after each meeting. Any specific items can be shared by the Chair in the standard agenda item "Report from the Chair"

### **Membership**

The Executive Committee is composed of the Chair, the Vice-Chair, the Secretary and the Treasurer. The Executive Director is also an ex-officio, non-voting member.

### **Decision-making**

The Executive Committee shall, whenever possible, make decisions on the basis of consensus. Where a consensus is not achieved, the Chair shall be entitled to two votes then

a decision shall be based upon a simple majority vote, which shall be recorded in the minutes of the meeting.

**Meeting Frequency**

Meetings will be held at the call of the Chair or other Executive Committee member.

**Quorum**

Three voting members of the Executive Committee constitute a quorum.

**Minutes**

The Secretary shall act as recorder for meeting minutes.