



## EXECUTIVE COMMITTEE CHARGE

**Number of Members** 6

### **Composition**

Members shall include the President, President-Elect, Vice President/Program Chair, Abstract Chair, Treasurer and Secretary, and the Past President. The CEO shall attend meetings of the Executive Committee without voting rights. The President shall serve as Chair.

### **Method of Appointment**

Members of the Executive Committee are elected officers of the Society and shall serve in conjunction with holding their respective elective offices.

### **Term of Office**

*Ex officio* members shall serve in conjunction with holding their respective elective offices.

### **Accountability**

Reports to: Board of Trustees

Key Relationships: Ethics Committee, Finance Committee, Governance Committee

### **Purpose**

To help the Board be an effective steward of the Society's mission, brand and resources.

### **Responsibilities**

- Coordinate the work of the Board, including engaging the Board on strategic issues, monitoring progress against the Strategic Plan and annual Board priorities, and tracking goal achievement on the Board's behalf.
- Act as the Board's authorized agent in emergencies and to address matters requiring prompt action by the Trustees between meetings of the full Board.
- Communicate to the Board about actions taken on its behalf at each Board meeting and at regular intervals between Board meetings.
- Act as the Board's liaison to the Chief Executive Officer to coordinate the CEO's implementation of the Strategic Plan, and provide guidance and feedback on strategic issues and organizational performance.
- Drive an organizational culture that encourages innovative thinking at the Board, committee and executive level, and promotes business practices that support strategic innovation.

- Champion the development of alternative revenue generation models and strategies, and engage the Board in fostering culture of active philanthropy and effective fundraising.
- Identify the need for task forces to address issues that fall outside the scope of the governance structure, test innovative or controversial ideas, facilitate the Board's development of a Strategic Plan, and guide other Board initiatives at the Board's request.
- Work with the Board to set direction for strategic alliances and external relationships and oversee implementation.
- When needed, initiate the Board's search for a new Chief Executive Officer by recommending the appointment of a search committee to screen candidates, select finalists, and make a recommendation to the Board concerning hiring and compensation.
- Oversee and coordinate the activities of HRS Ambassadors, including providing guidance to Ambassadors on the Society's positions and interests.
- In collaboration with the CEO, identify potential HRS officers.
- Other duties and activities as assigned by the Board.

#### **Decision-Making Authority**

- Establish the committee's procedures.
- Exercise powers explicitly delegated by the Board.
- Consult with the President on the creation of task forces.
- Make recommendations to the Board.

#### **Limitations**

It is outside the scope of the Executive Committee to amend the Bylaws or Articles of Incorporation, elect or remove Trustees, approve or change the budget, hire or terminate the Chief Executive Officer, or make major structural decisions affecting the Society, such as adding or eliminating programs or approving mergers.

Executive Committee members are not permitted to submit nominations or letters of support for board or officer candidates.

#### **Meeting Frequency**

Bi-monthly. Other meetings may be called as needed to respond to emergencies or manage urgent issues.

**Estimated Time Commitment**

3 hours per month

*Scheduled*

Committee Conference Calls (bi-monthly)

*Ad Hoc*

Committee Conference Calls (as needed)

*Busiest Times of the Year*

Prior to bi-monthly meetings