

Executive Committee Policy

Executive

EFFECTIVE: July 2007

AMENDED: January 2022

AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

RELATED DOCUMENTS:

- Committee Structure Policy
- Executive Conduct Policy

Purpose: The Executive Committee is responsible for implementing SUS policies and procedures as directed by the board. They carry out the Strategic Plan and report monthly to the board on their activities and accomplishments.

Part 1: Executive Committee

1. Responsibilities

- 1.1. The specific responsibilities of the Executive Committee shall be to:
 - 1.1.1. Provide Board oversight & recommendations for all matters pertaining to the UFV SUS;
 - 1.1.2. Report to the UFV SUS Board of Directors;
 - 1.1.3. Represent The Society in relation to provincial and national organizations, agencies, organizations, government departments, and professional associations;
 - 1.1.4. Through the President, ensure legal counsel is available for matters pertaining to the business of the Society;
 - 1.1.5. Ensure regular review/creation of the organization's policies and make recommendations to the UFV SUS Board of Directors; and
 - 1.1.6. Collaborate with the SUS Executive Director on all joint executive-operational matters.

2. Membership

- 2.1. Membership shall be limited to the duly elected President and Vice President[s].
- 2.2. The President is the chair of the Executive Committee by default.
 - 2.2.1. The President may delegate the chair position to any of the Vice Presidents.
- 2.3. The Executive Director is a non-voting member of the Executive Committee, but may vote to break a tie.
- 2.4. The Vice President Internal is responsible for taking minutes. Executive Committee meeting minutes must contain:

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2.4.1. All major projects and tasks being completed by members of the Executive;

2.4.2. All decisions made; and

2.4.3. All actions items assigned at the meeting.

2.4.3.1. All action items must be followed up on in the following Executive Committee Meeting.

2.4.4. The Vice President Internal may delegate this task to another executive with their consent, or to a staff member with the consent of the Executive Director.

3. Weekly Executive Committee Meeting

3.1. The Executive Committee must meet once a week, either in-person or virtually.

3.2. Meeting times must be scheduled at the unanimous consent of all Executive Committee members.

3.3. Quorum for the Executive Committee is 100% of all standing Executive members of the SUS who are not on leave.

3.4. Attendance of Executive Committee meetings is mandatory for all executives.

3.5. All members of the Executive Committee must be given a chance to review and vote upon any contracts and/or formal agreements the Society wishes to enter.

4. Accountability

4.1. All Executive Committee members are responsible for ensuring that their activities and decisions are in line with the SUS's bylaws & policies

4.2. Should any Executive Committee member be aware of a policy violation this must be reported to the President and the Executive Director immediately.

5. Confidentiality

5.1. All items discussed between the executive committee are in-camera by default. Releasing any executive committee correspondence or information requires a majority of the committee's approval, in addition to the Executive Director.