

Executive Committee Charter

Purpose

The board of directors has the responsibility to preserve and enhance the culture of the community foundation and to guide it in the fulfillment of its responsibilities to the community. The board, with assistance of staff, has the primary responsibility for setting policies regarding finance and administration, investment, program, donor engagement and governance, and the sole responsibility for oversight of the annual audit. The executive committee functions between board meetings with the full authority of the board, except for those matters restricted to the board itself.

Responsibilities

The executive committee is charged with the following responsibilities:

- Serve as a resource for the CEO and president for information and counsel
- Discuss and report to the board issues that arise between board meetings and require the attention of the board
- Keep the board updated on issues or events that may affect the community foundation
- As authorized and in consultation by the board, take action on behalf of the board in regard to specific issues or areas of operation including:
 - Goals for the CEO and president
 - Evaluation and compensation of the CEO and president
 - Evaluation and compensation of the CFO

Membership and Leadership

The board chair will serve as chair of the executive committee. Members of the executive committee will be the CEO and president, board chair, board vice-chair, and the chairs of the standing committees with the exception of the audit committee chair, with the option of at-large members invited by the board chair to serve on a regular basis or to address specific issues as they may arise.

Meetings

Normally the committee will meet approximately two weeks prior to each board meeting and at such other times as the board chair feels is necessary.