

L'ARCHE AVALON, INC.

TERMS OF REFERENCE

Committee Name: *Executive Committee*

Committee Mandate and Tasks:

Summary Role

- Directing the activities of the Board
- Cultivating relations with government
- The Board and Executive Committee are responsible for promoting and overseeing the implementation of all the Principles and Practices identified in the Community Mandate.

Committee Chair

Board Chair

Committee Membership

Executive Officers of the Board of Directors: Chair; Vice-Chair; Secretary; Treasurer

Member Term of Office

A Board Director is a member of the Executive Committee while in the role of Chair, Vice-Chair, Secretary, or Treasurer in accordance with the bylaws of the Society.

Committee Meetings

At the call of the Chair; generally. Once per month in advance of each monthly Board meeting.

All members of the Committee will be notified sufficiently in advance of meetings of the Committee.

Committee members will practice honest and respectful communication at meetings so that when struggles or conflict arise, they are ready to handle it with transparency, care and co-operation.

Quorum

Decisions and recommendations of the Committee may only be made when there is a numerical majority of the members of the Committee participating in the meeting (either in person or by electronic participation)

Sub-Committees

If the Committee feels it is necessary, it may direct a sub-committee of the committee members to work on a particular aspect or project related to the Committee's mandate. The Sub-Committee may recruit expertise from the membership or from outside L'Arche Avalon if that is advantageous to the work of the Sub-Committee.

Finances

Any requests for funding over the allotted budget related to the activities of the Committee will be forwarded to the Board for approval.

Committee Reports

The Committee Chair will report in writing to each Board Meeting on the activity of the Committee since the last Board meeting. If no Committee activity has occurred since the last Board meeting, then that will be reported at the meeting.

Committee Reports will be provided to Board Members via email at least 3 days before a regularly scheduled Board meeting. (e.g. Monday for a Thursday Board meeting). Reports should be clear and succinct.

All decisions and recommendations made by the Committee will be reported to the Board for approval.

The Committee Chair will provide to the Board a written annual report of the Committee for inclusion in the Annual Report of the Society.

Annual Evaluation

The Committee will hold the Community Mandate and its Principles in mind when conducting its work.

The Committee will review its mandate each year and evaluate how well that mandate has been met over the past year. A written report of that review and evaluation will be

sent to the Board with the committee's annual report, along with any recommendations for changes to the Committee mandate or Terms of Reference.