

COMMITTEE MANDATE STATEMENT
PEACE LIARD REGIONAL ARTS COUNCIL

COMMITTEE TITLE: Executive Committee

COMMITTEE DESCRIPTION: Standing Committee

AREA OF AUTHORITY: Working within the policies approved by the Board of the Peace Liard Regional Arts Council; the Executive Committee directs and organizes its work through the executive function. The Executive Committee reports to the Board of Directors through the President or his/her designate.

SUMMARY OF DUTIES: In managing the work of the Peace Liard Regional Arts Council, the Executive Committee will undertake the following duties:

- enact and update the constitution and bylaws and submit required reports to the appropriate government department
- establish the process through which policies will be developed, approved, monitored, evaluated and recorded, i.e.: Policy Making Policy
- establish the process for clarifying roles and orienting the new Board, committee and staff members to their duties, i.e.: Role Clarity Policy
- establish the organization's committee structure, communication style and board-staff relationship to be used by the Board in the execution of its duties
- establish conflict of interest and governance policies to assess and process conflicts
- establish co-sponsorship policies to clarify the procedures for entering into the sponsorship of a program with another organization

COMMITTEE MEMBERSHIP: Membership of the committee will be identified annually at the AGM as needed and as available.

EXPERIENCE: Members of the Executive Committee should have an understanding of board development and policy writing procedures

MEETINGS: The Executive Committee will meet as required prior to regular board meetings to plan and direct the work of the board meetings

Originally Approved: _____

Approval Date: _____

(Revised): _____

Renewal Date: _____