

Section: Committee Responsibility

Number: 102.8

Subject: Executive Committee

Origin Date: 10/97

Roles & Responsibilities:

1. The Executive Committee consists of the President, President-Elect, Immediate Past President, Treasurer and the Secretary.
2. Advises the President in the interim between BOD meetings of issues that require urgent decisions. The Executive Committee at the direction of the President may call a special meeting/vote as referenced by the Bylaws.
3. Reports its actions for ratification and approval of to the full BOD at the next regularly scheduled meeting.
4. Each member of the Executive Board shall be available to all board members as a resource and a channel for information.

Review/Revise: 1/02; 7/07; 9/09; 6/11