

XXX EXECUTIVE COMMITTEE

PURPOSE:

The Executive Committee of Community Care of West Niagara exists to plan, manage and support the work of the Board of Directors in cooperation with the Executive Director. The Committee will operate within the Articles and Bylaws approved by the Membership, and in compliance with Board approved Governance Policies and Procedures.

Composition:

The Executive Committee is comprised of CCWN's Board Officers including: President, Vice President, Treasurer and Secretary; any other Board approved Officer (i.e. Past President) and the Executive Director (non-voting member). The Vice President may Chair the Executive Committee.

Responsibilities:

The Executive Committee will:

- Set, update and maintain the Board's Calendar
- Identify matters that need to come before the Board
- Contribute to the agenda for Board meetings
- Facilitate the Board being notified in advance of any motions to be considered
- Monitor the work of Committees
- Recommend Policy changes and updates
- Confirm that the Board is operating in a manner consistent with its By-laws and Board approved Policies and Procedures
- Develop and implement its own Annual Work Plan
- Support each Officer is fulfilling their respective roles and responsibilities, as required

Meeting dates:

The Executive Committee shall meet as often as it deems necessary to carry out its responsibilities, but not less than two (2) times a year.

Accountability:

The Executive Committee is empowered to act in specific situations on behalf of the full Board of Directors. It will report to the Board of Directors not less than two (2) times a year, and make recommendations that align with the priorities of the Strategic Plan.

Approved at CCWN's Board of Directors Meeting	April 23, 2025