



BE HEALTHY. BE SAFE. BE READY.

Updated (bfandlim) 02.25.08 (following steering suggestions from 1.25)

Executive Committee Job Description

Recommended role of ECHO's executive committee is to oversee operations of the board and personnel matters and if necessary, to act on behalf of the board during on-demand activities that occur between meetings (these acts are later presented for full board review). Working on behalf of the full Board of Directors, this committee will provide an opportunity for detailed examination of current policy issues facing ECHO, develop policy recommendations for consideration by the Board, and provide general oversight for the overall direction and operation of ECHO. This committee will ensure that organization and its committee initiatives and outcomes are in alignment with the organization's strategic plan including vision, mission and values.

Recommended membership of ECHO's executive committee consists of a minimum of three current board members comprised of the board chair, board vice-chair and secretary-treasurer. The executive director shall serve as an ex-officio member of the Board but shall not have the right to vote upon matters before the Board.

Recommended duties of ECHO's executive committee include: TBD