

4.6.1.1. Executive Committee Job Description

Chairman: Association President

Term: To coincide with elective office.

Composition: President, President–Elect, Treasurer, Immediate Past President, Chief Executive Officer

Meetings: Meetings shall be at the call of the President, but shall be held at least quarterly.

Duties: To serve in advisory capacity to Association President. May make recommendations to Board of Directors and make decisions as specified by action of the Directors.

Oversees performance of Chief Executive Officer and conducts annual evaluation for recommendations to the Board of Directors.

The Executive Committee shall be empowered to authorize emergency expenditures, without the approval of the Board of Directors. Emergency expenditures shall be defined as those unbudgeted funds, requested by a committee of the Association or the Chief Executive Officer, requiring action between regular meetings of the Board of Directors.

Approved by Bylaws & Policy: 8/26/08

Approved by Board of Directors: 8/28/08