



Executive Committee Policy

Motion Number: 12/BD220329.1

Date of last revision: March 3, 2022

PURPOSE:

The Executive Committee is a mandated committee under the Non-for-Profit Corporations Act. This Committee exists to lead the Board of Directors to effect its mandate and oversee and direct operations of the FFAFB.

Responsibilities:

The Executive Committee is responsible to:

Staff:

- Hire and manage the Executive Director (ED)
- Lead the evaluation of the ED including addressing any performance concerns
- Assist the ED with the hiring of other staff as directed by the Board

FFAFB Board:

- Ensure efficient and effective Board functioning by providing items for the Board agenda and any special meetings of the Board
- Oversee the creation of Board policies and ensure good governance
- Assist the Board to establish and review committees
- Receive and review reports and recommendations from Board committees
- Ensure annual strategic development with annual priorities for action by the Board or FFAFB operations

Financial:

- Ensure appropriate oversight and approval by the Board of the annual budget
- Facilitate regular reviews by the Board of financial activities and expenditures comparing them to budget, ensuring any discrepancies are addressed
- Have an Annual Audit completed
- Ensure sufficient signing authorities are in place to permit the FFAFB to function efficiently

Annual General Meeting:

- Prepare for the Annual General Meeting
- Work with the Nominating Committee to ensure the Board has a full complement and variety of Directors to ensure all necessary skills are represented

General:

- Arrange professional consultation as required to support the FFAFB
- Facilitates media requests and public relations
- Help the Board to plan and respond to emerging needs and issues

Authorized by the Board of the FFAFB: _____

Chair

Date Signed: _____