EXECUTIVE COMMITTEE: PURPOSE

The purpose of the CWU Foundation Executive Committee is to oversee the administrative duties of the Foundation and to propose policies for full board consideration.

COMMITTEE MEMBER RESPONSIBILITY:

Officers - The chair, vice-chair, past chair, secretary and treasurer of the Foundation perform the duties of their office as stated on the following page.

Committee Chairs and Development Team Leaders - The chairs or leaders of the committees/teams shall preside at all their respective meetings, make reports as needed at the executive committee and at the full board meetings and serve on the executive committee.

Note: At-large board members, liaisons, and ex officio members may be called to make reports of their respective agencies at the executive committee and at the full board meetings.

COMMITTEE MEMBERSHIP - Committee members commit themselves to:

- Attend meetings
- Perform the duties of his/her position
- Read all materials sent prior to, or following, meetings
- Make decisions based on professional judgment and fiduciary obligations
- Prepare policies for board approval
- Assist in orientation of new board members
- Make reports to the committee and to the full board
- Review and monitor legal and financial reports
- Prepare a slate of officers and proposed board members for board approval
- Annually review board policies and bylaws for compliance
- Evaluate the board as a whole
CHAIR: The chair presides at all meetings of the board of directors and the executive committee. He/she is authorized to name committees and appoint committee members. Subject to the direction and control of the board of directors, the chair has general charge and supervision over property, activities and affairs of the corporation.

VICE CHAIR: During the chair's absence or inability to act, the vice chair has all the powers and authority of the chair.

PAST CHAIR: The past chair provides guidance and consistency in policy development.

SECRETARY: The secretary shall cause to have the minutes kept of all meetings of the members and board of directors. When requested by the chair, the secretary may sign and execute with the chair all deeds, bonds, contracts and other obligations or instruments in the name of the corporation. The secretary causes to have prepared and serves all notices on behalf of the corporation. The secretary has the custody of the corporate seal and affixes the same as required.

TREASURER: Subject to the direction and control of the board of directors, the treasurer manages the custody, control and disposition of funds and securities and accounts for the same.

COMMITTEE CHAIRS AND DEVELOPMENT TEAM LEADERS: Committee chairs and Development Team leaders preside at his/her specific committee meetings. Committee chairs and Development Team leaders become a voting member of the executive committee and make committee reports to the same.