

## 3.4 COMMISSION EXECUTIVE COMMITTEE

### EXECUTIVE COMMITTEE

#### PURPOSE:

To ensure that Commission business and priorities are properly carried out by: planning for Commission meetings, delegating Commission tasks to subcommittees, and by informing the Commission of activities.

#### COMMITTEE GUIDELINES:

- The executive committee meets at least one time prior to each scheduled Commission meeting by telephone conference or in-person.
- Members of the executive committee shall consist of the Chair, Honorary Chair, Vice Chair, and the Standing Committee Chairs. The Chair person may appoint the most recent past chair to serve on the Executive Committee as an advisor to the committee.
- Standing Committee Chairs who are ex-officio members of the commission sit on the Executive Committee as non-voting members.
- The Chair of the Commission is the chairperson of the executive committee.
- The Executive Committee shall have the authority to conduct the business of the Commission between its regular meetings in accordance with the Bylaws of the Commission.
- All actions of the executive committee are subject to approval by the full board.

#### DUTIES AND RESPONSIBILITIES:

- Prepare notes of Executive Committee meetings and distribute to the committee members.
- Meet to conduct Commission business, preview proposed Commission Board agenda items and draft appropriate motions for Commission consideration.
- Provide an Executive Committee Report (written or verbal) for Commission meetings.
- Coordinate all committee assignments, establish ad hoc committees in order to carry out the business of the Commission, and appoint members of standing and ad hoc committees.
- Set annual Commission meeting schedule, calling any additional Commission meetings deemed necessary to transact the business of the Commission.
- Submit an report of the Commission to the Governor annually.
- Commissioner development, orientation, training (may be through the work of a standing committee)
- Conduct biennial performance assessment of the Commission to measure performance of the Commission Board; develop a Board Report Card of performance (may be through the work of a standing committee).
- Develop strategies to address commissioner engagement.
- Maintain and update the Committee Charge, Commission Guidelines (bylaws) and Commission policies (may be through the work of a standing committee).
- Monitor Commission's compliance with the funder's administrative standards and the Commission's performance on its strategic objectives.
- Regularly review the Commission's finances including administrative match, adequate funding for staff and any additional Commission funding priorities.
- Provide support for federal and state audits of the Commission.
- Carry out/assign any other duties deemed necessary by the Commission.

**STAFF LIAISON:** Executive Director and other designees