

# **Council Executive Terms of Reference**

## **Purpose**

The Council Executive shall carry out the business of the Council between Council meetings.

## **Structural Accountability**

The Council Executive is accountable to Council.

## **Responsibilities**

### **General:**

1. The Council Executive is empowered to do the continuing work of the Council between regular Council meetings

### **Specific:**

1. Act on behalf of Council between meetings on matters within the authorities of Council with the exception of: [examples only – to be discussed]
  - Staffing decisions (hiring and firing staff), unless specifically delegated
  - Approval of annual budget
  - Decisions with financial implications in excess of \$...
2. The Executive must report its actions to the Council within a week of making a decision and provide a report to the next Council meeting for concurrence, if appropriate, and inclusion in Council's minutes.

## **Frequency of Meeting**

Council Executive would meet as required, at the call of the Chair of Council

## **Membership**

- Chair
- Vice Chair/Past Chair
- Secretary
- Treasurer
- Order of Ministry (up to 3)

## **Quorum**

Quorum would be 3 lay members and 1 order of ministry