

FOOD BANK OF THE SOUTHERN TIER
Board of Directors
Committee Description

EXECUTIVE COMMITTEE

PURPOSE:

The purpose of the Executive Committee is to transact the business of the BOD in the interim of meetings of the BOD.

RESPONSIBILITIES:

The Executive Committee shall act in the interim of meetings of the BOD and be subject to the control and direction of the BOD. The Executive Committee shall act on matters that cannot reasonably await action by the BOD. Other matters may be delegated to the Executive Committee by the BOD, such as:

- Recruitment and selection of the President/CEO
- Review and approval of a President/CEO succession plan
- Review of the President/CEO's compensation package

All actions taken by the Executive Committee shall be recorded in minutes and reported at the next meeting of the BOD for affirmation.

COMPOSITION:

The Executive Committee shall consist of the BOD officers (e.g. Chairperson who serves as Executive Committee chairperson, Vice Chairperson(s), Secretary, and Treasurer), President/CEO, the Associate Diocesan Director in the Southern Tier and the immediate past Chairperson so long as such Chairperson remains a Director.

MEETING SCHEDULE:

Monthly as needed.

LIMITS OF AUTHORITY:

This committee is able to exercise all powers of the BOD as outlined in the Bylaws unless limited by resolution of the BOD or by law.

Developed: **November 8, 2006**
Revised: **November 11, 2009**
 December 8, 2010

Source(s): **Board Source**
 St. Joseph's Hospital