Executive Committee Charter - JACKSON COMMUNITY FOUNDATION

Purpose

The Executive Committee serves as a committee on board operation, not as a petit board. The Executive Committee develops the board agenda, appoints standing committee chairs, coordinates standing committee work, monitors board performance, negotiates CEO performance targets and evaluates CEO performance.

Reporting

The Executive Committee reports directly to the Jackson Community Foundation's Board of Trustees. The Board of Trustees has the final approval of all recommendations from all committees.

Responsibilities

Specifically, the Executive Committee performs the following functions:

- Shall have and may exercise those rights, powers and authority of the Board of Trustees as may from time to time be granted to it by the Board of Trustees;
- Develops the agenda for the board meetings that includes fiduciary, strategic and generative thinking and discussions;
- Appoints standing committee chairs to ensure consistent leadership and development;
- Coordinates standing committee work to ensure that the work of the Foundation is done;
- Monitors board performance at least annually using a method to assure anonymity and true board development;
- Sets Trustee member performance targets, regularly monitors Trustee member performance and take corrective action as appropriate;
- Oversees, informs and assists the Chair and CEO;
- Negotiates CEO performance targets annually;
- Evaluates CEO performance annually; and
- Reviews human resource and governance related policies and procedures.

Composition

The committee consists of the Board Chair as Chair of the Executive Committee, the Board Chair Elect, the Immediate Past Board Chair, and the Chairs of the Standing Committees. The CEO serves as an ex-officio non-voting member.

Terms

The members of the Executive Committee serve as they are appointed as standing Committee Chairs by the Executive Committee or nominated and approved by the Board of Trustees.

Meetings

The Executive Committee meets as needed to fulfill its responsibilities, but will meet a minimum of four (4) times per year to establish the Board of Trustees agenda.

RECOMMENDED BY:	EXECUTIVE COMMITTEE
RECOMMENDATION DATE:	JUNE 15, 2017
APPROVED BY:	BOARD OF TRUSTEES
APPROVAL DATE:	JUNE 15, 2017
NEXT REVIEW DATE:	NOVEMBER 2020
REQUIRED BY NATIONAL STANDARDS:	NO