

## **COMMITTEE NAME**

### **Executive**

#### **Purpose:**

The Executive of Central Council shall act on behalf of the Central Council at its request and at those times when business emerges that requires immediate attention and action.

#### **Duties and Responsibilities:**

1. Deal with emergent issues between meetings of the Council, conducting business within the financial limits determined annually by the Council.
2. Act as required in a complaint of harassment.
3. Submit minutes to the Central Council for information.

#### **Membership**

- 2 co-chairs
- Secretary (non-voting)
- Treasurer
- 1 Anglican member of Council
- 1 United Church member of Council
- Principal (non-voting)

#### **Commitment**

##### **Meetings**

As needed

##### **Terms of Appointment**

Renewed annually. The Anglican and United church representatives may serve for up to three years.

#### **Authority/Decision Making**

##### **Accountability**

- to Central Council with minutes and a written report
- the Executive shall not appoint new Council members
- The committee shall submit a copy of all minutes to Administrative Assistant for official records

#### **Bylaws in Place:**

**4.02 Executive** - There shall be an Executive consisting of the Co-Chairs, Treasurer and any two members of Council, the Principal or designate staff person. The Principal, or designate, shall have voice but no vote. The conduct of the business by the Executive shall be governed by the applicable provisions of these by-laws. The membership of the Executive shall be approved by the Friends at the Annual Meeting. A quorum would consist of three (3) voting members of the Executive.

**4.03 Powers** - The Executive shall have the power to act for or on behalf of the Corporation or otherwise commit or bind the Corporation to any course of action, with

these exceptions: within the financial limitation determined annually by the Central Council, and, shall not appoint new Central Council members. All business conducted by the Executive shall be minuted and reported to the Central Council at its next meeting. No other Committee or individual shall have the power to act for or on behalf of the Corporation or otherwise commit or bind the Corporation to any course of action. Committees, with the exception of the Executive, shall have the power only to make recommendations to the Central Council, or such members of the Central Council, as the Central Council may, from time to time, direct.

**Supporting Policies:**

CCS Harassment Policy

Media Policy