

Executive Committee Job Description

The Executive Committee helps the Commission accomplish its work in the most efficient manner, facilitating decision making in between Commission meetings or in the case of a crisis or other urgent circumstances. Responsibilities include:

1. Determine Commission's meeting agendas.
2. Address specific questions and matters referred to it by the Commission.
3. Address issues that require preliminary discussion and refinement prior to Commission consideration.
4. Act on behalf of the Commission on routine matters that arise between regular Commission meetings and in urgent situations that cannot wait for the next full Commission meeting.
5. Act as liaison with the executive director
 - Provide counsel, feedback and support to the executive director as needed.
 - Facilitate the annual assessment of the executive director
 - Review compensation and benefits of the executive director.
6. Provide regular, thorough and timely reports of its actions to the Commission.

Of note:

- The Executive Committee should limit itself to making decisions on a limited, as-needed basis.
- The Executive Committee reports to and is accountable to the full Commission and is not a replacement for the full Commission.
- The Executive Committee should report all decisions and actions taken to the full Commission as soon as possible.