



Alberta Construction
Safety Association

Executive Committee Terms of Reference

Board Approved: April 12, 2019

Governance and HR Committee Reviewed:
February 15, 2019

Authority

The Executive Committee is established by the Board of Directors and reports to the Board through the Board Chair.

Responsibilities

Agenda and priority setting: The Chair will call for agenda items from the Board of Directors. The Executive Committee will determine the focus of Board discussions by setting the agenda for each meeting.

Oversee, monitor, and provide direction to the CEO: Oversee the connection between the Chair and the CEO - ensure the communication and collaboration between the Chair and the CEO is consistent and productive. Monitor the performance of the CEO. Meet with the CEO annually, or more frequently as needed to communicate performance management expectations and conduct a performance management assessment. The assessment may be conducted by a third-party.

Structural effectiveness: Consult with member associations to identify potential Board Members that fulfill the Board's competency requirements. Identify potential Committee Chairs based on leadership competencies and relevant subject matter knowledge. Review consultation results from meetings with member association's to identify potential Board Members.

Composition

The Executive Committee will consist of:

- The Board Chair (*ex officio* of all Committees)
- The Finance and Risk Management Committee Chair
- The Governance & HR Committee Chair
- CEO
- Past Board Chair

Frequency of Meetings

The Executive Committee will meet quarterly or as needed.

Quorum

Meeting quorum shall be not less than a majority of its members present at the meeting and questions arising at any meeting of the Executive Committee shall be decided by a majority of votes.

Committee Oversight Checklist (Executive Committee Guidelines)

The timetable below outlines the Committee's schedule of activities during the upcoming year and is consistent from year to year.

	March Meeting	June Meeting	September Meeting	November Meeting
Set Board meeting schedule				X
Agenda/priority setting for Board meeting	X	X	X	X
Review consultation results from meetings with member associations to identify potential Board Members				X
Identify potential Committee Chairs based on relevant competency and subject matter knowledge				X
Review and complete the CEO's performance review and set expectations for the coming year				X