

MANDATE:

- a) Subject to the control of the Board of Management, the Executive Committee has the power to transact all business of the Society in the interim between the meetings of the Board.
- b) The Executive Committee also serves as the Personnel Committee for the Britannia Society.

GUIDELINES:

- a) The Executive Committee consists of the following five members of the Board of Management, the President, the Vice-President, the Treasurer, and two Executive Members-at-Large; there are no other members. The Executive Committee is selected annually at the first meeting (after the Annual General Meeting) of the Board. Of the five members of the Executive, at least three must reside in the community of Grandview-Woodland and Strathcona.
- b) Other Members of the Board of Management may attend meetings of the Executive Committee at the request of the Executive or as observers.
- c) The President is the Committee Chair, if absent the Vice-President chairs.
- d) A quorum is any three members of the Committee.
- e) Motions are made and seconded by any of the members of the Executive; decisions are made by consensus or, in the case of formal motions, by majority vote.
- f) The Executive Director is the Secretary of the Committee, but does not vote. Other senior staff members attend Committee meetings in a resource capacity.

MEETING SCHEDULE:

The Executive Committee normally meets on the 4th Wednesday of each month; it does not normally meet in May, July or December. Special or additional meetings are scheduled at the call of the Chair or of any two other members.

AUTHORITY FOR THE COMMITTEE:

- a) The authority for and the basic role of the Executive Committee is as set out in Article 5, Sections 1 and 2 of the Britannia Society Bylaws.
- b) The Executive Committee has the authority to approve all sponsorship requests for the use of Britannia's facilities, as well as other non-financial requests. It can make recommendations for spending to the Board of Management. Sponsorship requests has been delegated to staff.

REPORTING PROCEDURES:

The Executive Committee reports to the Board of Management through its minutes, and through other reports as appropriate.