



Science Atlantic Executive Committee Terms of Reference

Mandate:

The mandate of the Executive Committee (the Committee) is to make decisions on behalf of the Corporation when it is not feasible to call a full meeting of the Board.

Purpose:

The purpose of the Committee is to make time-sensitive decisions when necessary and to advise the Executive Director on the priorities of the Corporation.

Responsibilities:

- The Committee is responsible for making decisions on behalf of the Board when necessary.
- The Committee is responsible for advising the Executive Director on all matters relating to Science Atlantic.

Reporting:

- The Committee is a standing committee of the Board.
- The Committee reports its activities to the Board at every Board meeting.

Authority:

- The Executive Committee shall have access to all documents, records, and resources necessary to carry out its responsibilities.
- The Executive Committee has the ability to make time-sensitive decisions on behalf of the Board when it is not feasible to call a full meeting of the Board.

Membership:

- Board Chair, who acts as Chair,
- Board Treasurer,
- Chair-Elect or Past-Chair,
- Executive Director (non-voting)

Commitment:



Approximately 1-2 hours per month

- The Committee meets virtually once per month or as needed.
- Members are expected to make every effort to attend all meetings.
- Members are expected to review all materials prior to meetings and be prepared to discuss agenda items.
- Meeting agenda and minutes will be prepared and distributed by the Committee Chair; when available, Science Atlantic staff will provide support.
- Minutes and meeting materials will be archived by Science Atlantic staff.

Review of these Terms of Reference:

These Terms of Reference shall be reviewed by the Committee annually or more frequently as needed. Changes will be brought to the Board for approval.

Approved Oct. 26, 2023