



POLICY

Policy Area: Governance	Subject: Roles and Responsibilities
Title of Policy: Executive Committee	Policy Number: 1.1.4
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:
<p>1. Rationale or background to policy:</p> <p>1.1. Constitution/ By-Laws 2020 – Section 7 - Standing Committees and Work Teams states that the Executive Committee consists of the President, Vice President and the CSBA Executive Director.</p> <p>1.2. This committee is responsible for the day-to-day work between meetings that advances the work of the CSBA.</p> <p>2. Policy Statement:</p> <p>2.1. The Executive Committee shall carry out duties as per this policy and as assigned to the Executive Committee by the Board of Directors.</p> <p>3. Roles and Responsibilities:</p> <p>3.1. The Executive Committee shall:</p> <ul style="list-style-type: none">• Govern the affairs of the CSBA between meetings of the Board of Directors and deal with such matters that require attention between Board of Directors meetings.• Meet at dates determined by the President.• Report its activities to the Board of Directors.	