



Executive Committee

Terms of Reference

Approved: May 17, 2021

Composition	3 members Constitution/ By-Laws 2020 – Section 7
Members	President; Vice President; CSBA Executive Director
Chair	President
Chair’s Duties	<ul style="list-style-type: none"> ● Chair the meetings; ● Set the agenda and dates in consultation with CSBA Executive Director and members; ● Ensure notes are kept and posted; ● Act as spokesperson; Policy 1.3.4 (3.11)
Mandate	<ul style="list-style-type: none"> ● Govern the affairs of the CSBA between meetings of the Board of Directors.
Duties	<ol style="list-style-type: none"> 1. Deal with such matters that require attention between Board of Directors meetings. 2. Report activities to the Board of Directors. 3. Work in collaboration with all other CSBA Committees/Work Teams. Policy 1.3.4 (3.12) 4. Regularly review the terms of reference for this committee and make recommendations for any changes. 5. Approve contracts and expenditures, as per Policy 2.3.