



Executive Committee – Terms of Reference

1. Mandate

The Executive Committee is a standing committee of the CDCF. The mandate of the Executive Committee is to carry out activities as delegated by the CDCF Board.

2. Functions and Responsibilities

The functions and responsibilities of the Executive Committee are as follows:

- (1) Act on behalf of the Board on matters that do not impact the financial viability of the CDCF and report on these actions at the next Board meeting.
- (2) Oversee and provide guidance to the Executive Director in the day-to-day operation of the organization.
- (3) Approve financial commitments as required between Board meetings.
- (4) Set the agenda for the Board meetings.
- (5) Make reasonable efforts to consult with and notify the Board as it considers actions which must be taken between Board meetings and report regularly to the Board on their activities.
- (6) Identify strategic planning needs and learning opportunities on emerging issues and ensure appropriate responses are developed.
- (7) Serve as the Human Resources Committee and review human resources policies before forwarding to the Board for approval.

3. Membership

The Executive Committee shall consist of the President, Vice President, Past President, Treasurer and Secretary. The Executive Director shall be an ex-officio, non-voting member of the Executive Committee. The President shall be the Chair who will be responsible for chairing all meetings of the Executive Committee and for preparing and presenting the information and reports required under this Terms of Reference.

4. Terms of Office

The terms of office for all members of the Executive Committee shall be one year commencing on the day immediately following the Annual General Meeting.

5. Quorum

A simple majority shall constitute a quorum of the Executive Committee.

Adopted by the CDCF Board:

Last Review Date: