

## *Terms of Reference*

**NAME:** This Committee shall be called the Executive Committee.

**STATUS:** The Executive Committee is a Standing Committee of the Board of Directors. The Executive Committee makes any recommendations directly to the Board of Directors.

**MANDATE:** The purpose of the Executive Committee is to assist the Board of Directors to respond to matters when it is impractical to call a full Board meeting. In addition, the Executive Committee will identify key government policies of interest or concern to members of the Association and identify appropriate contacts within government for follow-up. The Executive Committee will oversee the Nominations and Elections process as per Section 5.3 of the Association By-Laws. The Executive Committee will oversee the Nova Scotia Energy Supply Chain Project which is expected to be completed by October 31, 2018. The Executive Committee can act on behalf of the Board and ensures implementation of the policy and direction of the society as determined by the Board of Directors.

**MEMBERSHIP:** Membership of the Committee shall consist of the Chair, Vice Chair, Treasurer, Secretary and immediate Past Chair. As per the By-Laws, the Past Chair does not have a vote, unless there is a tie.

**RESOURCES:** Business & Operations Manager.

**MEETINGS:** The Committee shall meet at least four to six times a year.

**QUORUM:** Fifty per cent plus one shall constitute a quorum.

**FUNCTIONS:**

1. Reviews business going to the Board;
2. Recommends strategic direction for the Association to the Board;
3. Identifies key government policies of interest to the Board;
4. May direct staff to provide research on specific matters of public policy;
5. Oversee the Nominations and Elections process;
6. Shall seek recommendations for election nominees and cause to be nominated suitable candidates;
7. Oversee the Nova Scotia Energy Supply Chain Project by providing a nominee to the Steering Committee;
8. Provides support to the staff on key Association issues.

**REPORTING:** The Committee shall report to the Board of Directors.

Approved by the Board of Directors: February 27, 2017