

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 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.

Reviewed by the Board of Directors: 13 June 2019

Approved by the Board of Directors: 13 June 2019