



Executive Committee

TERMS OF REFERENCE

Committee Name: Executive Committee

Type: Standing Committee

Chair: Jason Baines

Board Liaison: Jason Baines

Responsible To: Livingston Community Association Board of Directors

Purpose: To provide direction and guidance for the Board and Community Association and to aid the Board in priority setting. To govern and organize the affairs of the Board and maintain records of Board activities.

Authority: Active Agent

Timeframes, Reporting and Deadlines: Minimum 8 times per year via a monthly meeting, held typically at 6:30 pm on the second Monday of the month. Monthly reports will be submitted to the Board.

Composition: President, Vice President, Secretary, Treasurer

Staff Support: None

Other Resources:

- Expert: City of Calgary Neighbourhood Partnership Coordinator
- Files: All extant copies of Association By-Laws, Policies, Procedures, Board Minutes, Terms of Reference, Mandate Letters, Letter of Support etc.
- Budget: \$0. Special motions can be brought forward as required for initiatives.

Communication with Board Through: President and Secretary through monthly board reports.

Specific Areas of Responsibility:

- Formulate, maintain and execute 1, 3 and 5 year Strategic Plans for the Association
- Compile and submit all required documentation to the Corporate Registry and any other applicable regulatory body as required by the Act and other statutes or laws
- Formulate and maintain any required policies not covered by another committee
- Determine financial priorities with regards to the budget
- Any other action that does not fall under another committees purview as deemed necessary

Approval/Review Date: November 29, 2021