



Executive Committee Job Description

Chair: Board Chair and/or President

Number of members: 3-6

The Executive Committee typically works in support of or in place of the full Board in cases of urgency.

The Executive Committee is responsible for:

1. **Implementing policies.** Once the full Board has approved a policy, the committee implements it.
2. **Acting as a liaison with the Executive Director.** The committee provide feedback and support to the Executive Director, and performs an annual evaluation.
3. **Helps develop a strategic plan.** Typically the committee will undertake the task of beginning the strategic planning process.
4. **Conduct candidate search.** When the organization is looking for an Executive Director, the committee usually does the search for candidates and researches appropriate salary.

Below are some specific tasks Executive Committee might undertake:

- Initiate an update of the bylaws.
- Provide oversight of the other Board committees.
- Begin strategic planning process.
- Perform an annual review of the Executive Director.