



# Executive Committee Terms of Reference

Approved March 2015

## 1. Name and Type of Committee

The Executive Committee is a standing committee of the Board of Directors.

## 2. General Purpose

Ensure that all business and functions of the Athabasca Watershed Council are efficiently managed with respect for principle based governance (see diagram) and the vision, mission and values of the organization.

**Vision:** The Athabasca watershed is ecologically healthy, diverse and dynamic.

**Mission:** The Athabasca Watershed Council promotes, fosters respect, and plans for an ecologically healthy watershed by demonstrating leadership and facilitating informed decision-making to ensure environmental, economic and social sustainability.

### Values:

- We value integrity, trust, and transparency.
- We respect all points of view.
- Water is a blessing and gift and is essential for the environment, society, the economy and the spirit.
- Respect the environment and people.
- We believe in consensus decision making.
- We respect economic necessities.
- We value a high standard of achievement and conduct in the Athabasca Watershed Council.
- We value ecological health as foundational to all life.
- We value timely responses to issues.
- We value and respect the aboriginal communities, culture, and knowledge in the Athabasca watershed.
- We value inclusivity.
- We value creativity, innovation, and risk taking.
- We are responsible and accountable to all members.
- We are purpose driven.

### **3. Duties and Responsibilities**

- Plan agendas for Board meetings.
- Carry out emergency and unusual business between Board meetings.
- Promote and monitor Board and employee training and education.
- Monitor potential employee conflict of interest.
- Ensure safety and security of staff.
- Guide budget preparation.
- Guide response to media inquiries.
- Guide exploration of opportunities for partnerships.
- Guide performance of staff to meet AWC-WPAC goals.
- Carry out other duties as assigned by the Board.

### **4. Composition**

- The Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary, Treasurer and immediate Past-Chairperson.
- Executive Board members may not serve for more than two consecutive one year terms in each executive position.

### **5. Meetings**

- Meetings are called by the Chairperson or on the written request of any two (2) Officers.
- A minimum of four (4) meetings are held per year, by teleconference or face to face.
- Meeting minutes are recorded and provided to the Board.

### **6. Financial and Staff Resources**

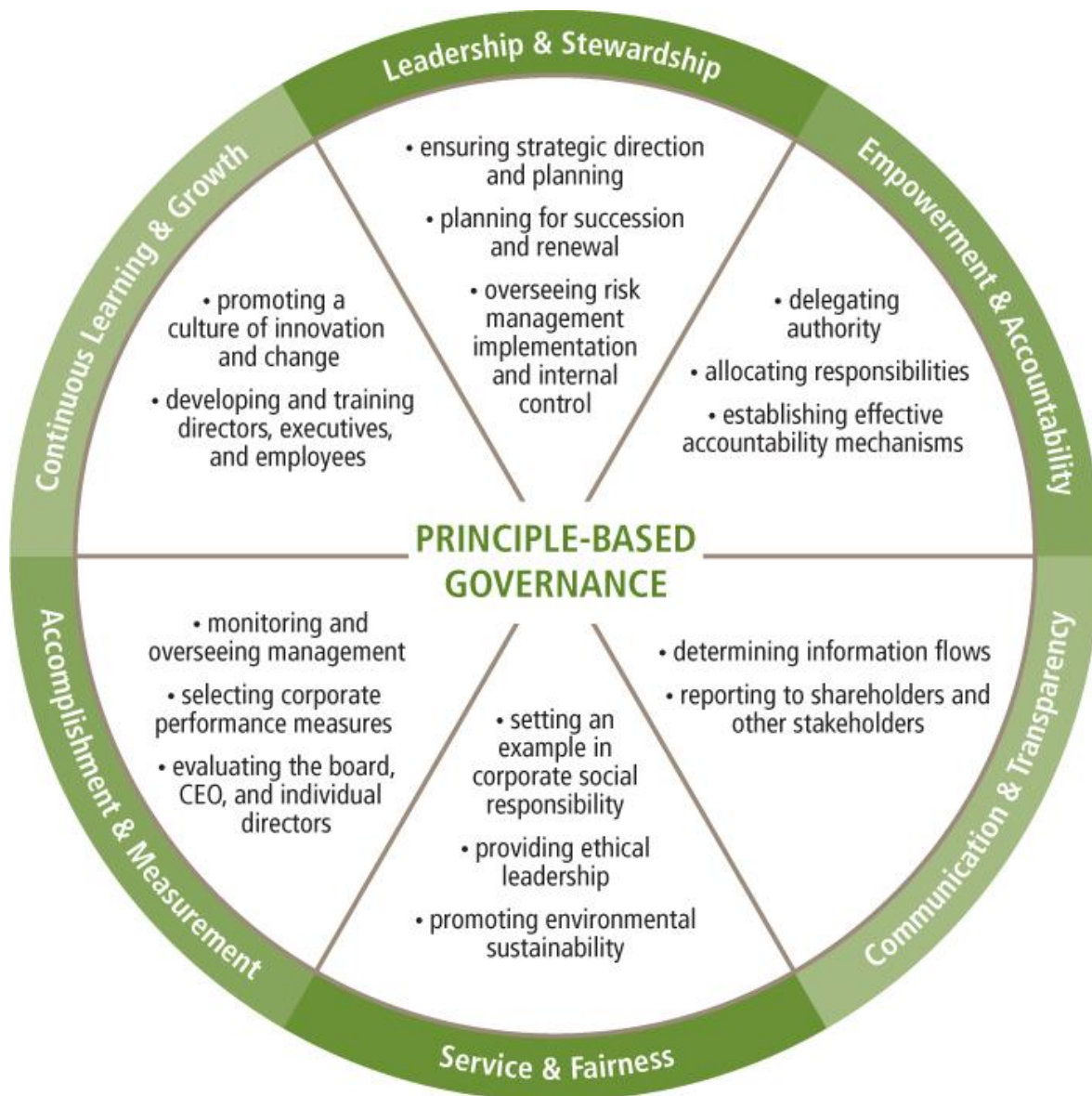
- Budget and funding are approved by the Board of Directors
- AWC-WPAC staff provides administrative and communications support.

### **7. Accountability**

- Report to the Board on actions taken between Board meetings.
- In early spring review lessons learned and celebrate successes.
- Document accomplishments in the AWC-WPAC Annual Report.
- Ensure that approved minutes are available to the public via the web site.

### **8. Terms of Reference Review**

- Review annually and if required submit amendments to the Board for approval.



Source: Conference Board of Canada