

Olympic Community of Health

Charter

Approved by the Board of Directors June 1, 2016; Revised and approved by the Board of Directors August 14, 2017

Executive Committee Purpose

The purpose of the Executive Committee is to discharge the responsibilities of the OCH Board of Directors (Board) relating to the transaction of routine, administrative matters that occur between regularly scheduled meetings of the Board and to tee up policy issues for full Board discussion and decision-making. The Executive Committee will advise the Director regarding emerging issues, problems, and initiatives.

Executive Committee Operating Principles

- Committee membership will be comprised of five officer positions: President, Vice-President, Secretary, Treasurer, and At-Large (to be replaced by the immediate Past-President).
- A majority of the Executive Committee shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business.
- Executive Committee members will be held to term limits outlined in the bylaws.
- The Executive Committee shall be accountable to the OCH Board and shall present all recommendations and actions for review at their next meeting.

Responsibilities

- Work with the President and Director on ongoing issues regarding the business of the organization and to hear and decide on pressing matters of business which may arise between regularly scheduled OCH Board meetings which require a decision before the next meeting.
- Support decision-making by the OCH Board by reviewing material ahead of time to ensure that options are clearly identified and sufficient background information is provided.
- The Executive Committee shall have authority to conduct business on behalf of the OCH between regular Board meetings under the following scenarios and in alignment with the Board's intent:
 1. should authority be expressly given to them by the Board, or
 2. in the case of emergencies; in which case, the Board will be notified and the Executive Committee will act and report back to the Board at the next opportunity.
- Specific Executive Committee duties include:
 1. Preparing for OCH Board meetings
 2. Recommending the annual budget to the OCH Board for approval
 3. Evaluating the performance and compensation of the director
 4. Facilitating development of and implementation of OCH initiatives as needed
 5. Monitoring status of internal operations including financial systems, personnel issues, and information systems
 6. Appointing authorized subcommittees as needed
 7. Assuring that business is conducted in a manner that is consistent with OCH's mission, goals and values

Timeline

The Executive Committee shall meet as needed.