



**POLICIES AND PROCEDURES**  
**EXECUTIVE COMMITTEE**  
**Terms of Reference**

**Committee Purpose**

The Executive Committee is a Committee of the Board of Directors of Synchro BC, constituted in the Society's bylaws. As per the bylaws, the purpose of the Executive Committee is to address situations on an interim basis until such time as the Board of Directors can be convened.

**Committee Composition**

The Committee is made up of the Officers of the Society, which are:

- Synchro BC President, who chairs the Committee;
- Executive Director (ex-officio);
- Vice President;
- Director of Finance.

**Term of Committee Membership**

- The Officers serve within their term as Officers of the Board of Directors;
- The Executive Director serves within the terms of his/her employment contract.

**Scope of Responsibility**

The Executive Committee addresses governance and operational issues that arise between board meetings that require a resolution before a regular Board meeting can be called. The Executive Committee also provides financial direction and guidance to the Board and the Executive Director ensuring increased scrutiny of financial matters and practices, in addition to that occurring at board meetings.

**Accountability**

The Committee:

- is responsible to the Board of Directors as a whole
- reports to the Board of Directors through the Chair at the next scheduled board meeting;
- meets on an as needed basis between board meetings