

# Shelbourne Community Kitchen

## Executive Committee

### TERMS OF REFERENCE

#### **Purpose:**

The purpose of the Executive Committee is to provide organizational oversight and support, making sure that the board is establishing and maintaining good governance practices. The committee reviews major issues and makes preliminary decisions for discussion and voting at the next full board meetings.

#### **Responsibilities:**

1. Ensuring the Board has approved policies to help ensure sound and compliant governance and management of the organization
2. Leading, managing, and developing the organization's employees, volunteers, and organizational culture
3. Working with the Treasurer in developing, implementing, monitoring, and assessing sound and compliant financial management practices (including budgeting)
4. Developing, implementing, monitoring, and assessing the organization's programs (including their impact)
5. Leading the organization's planning processes
6. Ensuring legal compliance (including all required filings) and sound risk management practices
7. Assuring ongoing recruitment, development, and contributions of Board members
8. Ensuring the Board's directives, policies, and resolutions are carried out
9. Coordinating an annual performance review of Staff
10. Partnering with the Board and Staff to lead the development and refinement of impact metrics/evaluations

#### **Committee Composition:**

- Board Chair, Vice-Chair, Treasurer and Secretary.

**Meetings:** The Committee will hold monthly meetings.

**Reporting relationship:** The Executive Committee is a committee of the Board of Directors and will submit a report to the Board for monthly meetings.

**Terms of Reference Revisions:** The terms of reference will be reviewed annually by the Executive Committee and can be revised whenever deemed necessary. Terms of reference and subsequent revisions are approved by the Board of Directors.

Drafted: June 11, 2019