

association  
canadienne  
pour la pratique  
et l'éducation  
pastorales



canadian  
association  
pastoral for  
practice and  
education

### Terms of Reference: Executive Committee

#### **Purpose:**

The Executive Committee of the Board provides leadership to the Association by ensuring the vision, mission and activities of the Association are fulfilled for the growth and enhancement of its members.

#### **Functions:**

The Executive Committee shall

- provide oversight for all matters pertaining to the National Office of the Association
- liaison with all Commissions and Committees of the Association to support and facilitate good communication within the Association so that the needs of its members are met
- represent the Association in relation to national and international religious organizations, agencies, organizations, government departments, and professional associations
- ensure legal counsel is available for matters pertaining to the business of the Association
- provide accountable fiscal oversight to the operation of the Association's business
- work closely with the Association's Foundation
- ensure the maintenance and regular review of the organization's policy and procedure manual
- provide leadership in coordinating and conducting the business of the Association at the Annual General Meeting
- ensure translation and interpretation of the business of the Association is available in both official languages of Canada.

#### **Membership:**

Membership will include the duly elected President, Vice President, Secretary and Treasurer. A staff member of the National Office, normally the Manager of Membership Services, will provide administrative support to the actions initiated by the Executive Committee. All members of the Executive will be elected for a term of office of two years by the membership at its Annual Meeting. No officer shall be elected for more than two consecutive terms. The Secretary and Treasurer shall be elected on alternate years. The Vice President will serve one year of a two year term prior to assuming the Presidency and the other year of the two year term following service as the President.

#### **Officers:**

The **President** shall

- preside over all meetings of the Executive Committee, the Board of Directors and the Association

- call all meetings of the Executive Committee and the Board of Directors
- serve as an ex officio member of all the Commissions and Committees of the Association, except the Nominating Committee
- be the signing authority for all legal documents,
- co-ordinate external relations for the Association
- communicate regularly to the membership significant decisions, initiatives, or works in progress

The **Vice President** shall

- when necessary assume the duties of the President
- assist in conducting of the business of the Executive
- ensure nominations for the Officers of the Board of Directors are presented to the Annual Meeting
- monitor and initiate appropriate changes and updates to the Constitution, By-laws and Terms of Reference
- encourage groups of members to plan future conventions and function as the primary contact between the Board and the planners of the Association's conventions
- coordinate conversations with employing organizations around topics related to employment of adequately qualified practitioners, hiring practices, and dealing with problematic practitioners

The **Secretary** shall

- record the minutes of all meetings of the Executive Committee, Board of Directors and the membership of the Association
- receive and prepare correspondence on behalf of the Executive Committee and the Board of Directors
- keep copies of email decisions made by the Executive and Board.
- ensure copies of minutes of all meetings are stored in the Association's Archives , through the Association's Archivist/Historian
- oversee the maintenance of the Archives of the Association, through the Association's Archivist/Historian
- share with the treasurer the oversight of the functioning of the national office, including signing contractual agreements related to the functioning of the office.
- maintain a current list of officers and members for all committees and commissions in the Association, nationally and regionally
- maintain working connection with the regional executives
- be responsible for sealing the minutes of the Executive Committee and depositing them in the national office
- be responsible for the website, including the selection and oversight of the webmaster.

The **Treasurer** shall

- have oversight for all fiscal matters of the Association and make regular reports to the Executive
- present an audited financial statement and an annual budget for approval to the Annual Meeting of the Association

- serve as a Director on the Board of Directors of the Foundation, and serve as the direct liaison with the Association Board concerning the securing of additional funding resources and their allocation
- share with the secretary oversight of the functioning of the national office, including signing contractual agreements related to the functioning of the office.

**Meetings:**

Meetings of the Executive shall be at the call of the President or two members of the Executive.

**Quorum:**

At all dully called meetings the participation of three members will constitute a quorum.

**Reports and Consultation:**

The Executive Committee will provide regular reports to the Board of the Association. This Committee will consult with the Commissions and Committees of the Association through their regular meetings and the meetings of the Board of Directors.

**Communication:**

Regular communication will be facilitated within the Association by the Executive through the National Office.

Revised: February 2004