



## **BCMA Executive Committee 2023 Terms of Reference**

### **1.1. Role**

The Executive Committee is a committee of BCMA Council as provided by the [Bylaws of the Association](#) and works with the Executive Director to set the Council meeting agendas, review issues/opportunities and coordinate reporting to Council. The Executive Committee provides leadership and oversight to ensure that BCMA operates effectively and achieves its vision and goals (strategic directions).

### **1.2. Responsibilities**

#### Power of Decision between Council Meetings

In situations that require an urgent response, the Executive Committee shall have power at any time between Council meetings to exercise, when necessary, the powers of Council and shall submit minutes of its meetings to Council at the next Council meeting.

#### Delegated Powers

The Executive Committee has been delegated Council's powers in respect of the following matters:

##### Employee Relations:

- Recruitment of the Executive Director;
- Establishment and oversight of Executive Director's compensation;
- Executive Director performance management, including annual performance review;
- Development and approval the process and procedures related to the matters described above.

##### Council Committees:

- Provide leadership to activate the Nominating Committee and ensure the committee is able to and does complete its responsibilities prior to the Annual General Meeting each year.

##### General:

- Serve as a sounding board for the Executive Director on emerging issues, opportunities, and initiatives;
- Review with the Executive Director any extraordinary legal action (other than normal operational legal action) and contingency, which would have impact on the operations of the BCMA;
- Ensure preparation and completion of the Annual General Meeting each year in collaboration with the Executive Director;
- Exercise such other delegated authority as is bestowed on the Committee by Council.

### **1.3. Membership**

The Committee shall be composed of the President, the Executive Director (non-voting), the Vice President, the Past President, the Treasurer, and the Secretary. Other members of the BCMA Council may be invited to participate in a non-voting role in Executive Committee meetings when additional perspectives and/or expertise are needed.

#### **1.4. Quorum**

A quorum for meetings of the Executive Committee shall consist of one-half the number of members of the Executive Committee plus one, present in person, by teleconference, or by videoconference, at least one of whom shall be the Council President or Vice President.

#### **1.4. Meeting frequency**

The Committee shall meet four times a year\*. Additional meetings may be called at the discretion of the President.

*\*For the purposes of this Committee, a year shall be defined as the period from AGM to AGM.*

**Review date: March 2024**