



## Executive Coordinating Committee (ECC) Charter

### **Expectations:**

The primary purpose of the Executive Coordinating Committee (ECC) is to provide leadership to – and coordinate the activities of - the Board as a whole to ensure excellence in fulfilling high-level governance duties.

The ECC will:

- Ensure that the Board maintains a well-functioning Policy Governance system.
- Meet monthly to plan and prepare for effective Board meetings.
- Prepare for and lead discussion of Board meeting agenda items.
- Prepare a monthly committee report, verbal or written, for the Board meetings.
- Regularly assess Board performance and seek creative ways to improve.
- Continuously develop and promote leadership skills both within the ECC and the Board as a whole.
- Ensure that the connection between the board and operations is effective (e.g. appropriate information sharing to ensure accountable empowerment of staff to Board and Board to organization).

The Board expects the ECC committee work to require no more than four hours per month.

### **Composition:**

The ECC is composed of the Board officers.

### **Authority:**

The ECC has no authority beyond coordinating activities except as outlined in the Bylaws.

### **Duration:**

The ECC charter is indefinite (standing committee).

### **Resources:**

The ECC has access to reasonable amounts of staff time and the ability to engage CDS and other outside agents if within Board-approved budget limits.