

ELIOT INSTITUTE

EXECUTIVE COMMITTEE

(Revised February 2019)

GENERAL RESPONSIBILITIES

- Conduct Board business that occurs between regular meetings of the Board.
- Serve as a Personnel Committee

ELIGIBILITY & TERM

- Eligibility: Eliot Board President, President-Elect, Vice-President-Communications, Treasurer, and Leadership Committee Chair.
- Term: During Board membership in the above positions.

STRUCTURE

- Board members as listed in Eligibility, above.
- Eliot Administrator, on a non-voting basis.
- Chair: Board President

SPECIFIC RESPONSIBILITIES

- Perform the functions of a Personnel Committee, handling day-to-day matters and making recommendations to the Board regarding staff positions and compensation.
- Conduct Board business that occurs between regular meetings of the Board, subject to Board ratification at the next regular Board meeting.
- Supervise the updating of the Board Manual, Dean's Manual, and website to ensure documents are consistent with legal requirements, the Eliot Bylaws, decisions made at Board meetings, and best practices.
- Prepare committee report for each Board meeting — Fall, January Annual Meeting, and Spring.
 - ◆ Include reports of all decisions or proposed actions requiring Board ratification.
 - ◆ Send to Executive Secretary for filing and Administrator for posting on Google Drive a minimum two weeks before the meeting.
 - ◆ If your committee has no report for a meeting, inform the Executive Secretary and Administrator so they can track outstanding reports accurately.

From draft April 2014. Revised for Bylaw change April 2018.
Revised for format and Committee reports January 2019.