

Eliot Institute
EXECUTIVE COMMITTEE/PERSONNEL COMMITTEE CHARTER
(Revised October 2023)

MISSION/PURPOSE

- To support the Eliot Institute Board between Board meetings with responses to inquiries to the Board and, when needed, decision making between Board meetings, and to serve as Eliot's Personnel Committee.

GENERAL RESPONSIBILITIES

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

ELIGIBILITY & TERM

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

STRUCTURE

- Board members as listed in Eligibility, above.
- Eliot Registrar, on a non-voting, as needed, 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 the Executive Secretary for filing and posting on Google Drive a minimum of two weeks before the meeting.
 - If the committee has no report for a meeting, inform the Executive Secretary so they can track outstanding reports accurately.

MEETING/COMMUNICATION TIMELINE

- As needed.