

## **Eliot Institute – Executive Committee**

### **Job Description**

**Background:** As stated in Section V Paragraph C of the Eliot Institute bylaws, “The Executive Committee consists of all officers named in Section VIII plus the Leadership Committee Chairperson.” Section VII states: “The officers of the Board shall consist of the Directors who are titled President, President-elect, Vice President - Communications, and Secretary/Treasurer ...” Section V Paragraph D states: “Between the regular meetings of the Board, at the discretion of the President, the business of the Board may be conducted by the Executive Committee subject to Board ratification at the next regular meeting.”

**Membership:** The elected officers of the board, plus the Leadership Development Committee chair, comprise the members of the Executive Committee. The Eliot Administrator will usually be invited to participate on a non-voting basis.

**Responsibilities:**

1. Perform the functions of a personnel committee, handling day-to-day matters and making recommendations to the board regarding staff positions and compensation.
2. Handle board matters that occur between meetings, to be ratified at the next regular meeting.
3. Supervise the updating of the board manual, dean’s manual, and website to ensure documents are consistent with legal requirements, the bylaws, decisions made at board meetings, and best practices.

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