

Committee Name	Executive Committee
Mandate	Accountable to Volleyball Manitoba's (VM) Board of Directors, the role of the Executive Committee is to provide effective and timely guidance/direction to the President and/or Executive Director on emerging, time-sensitive and significant issues arising between meetings of the Board of Directors, in accordance with the vision, mission, values, strategies, goals, policies and budget of VM.
Composition	As outlined in Section 11.02 of VM By-Laws, the Executive Committee shall be composed of the officers of VM), including: President, Vice-President (when appointed), Secretary, Treasurer and Executive Director.
Key Duties	<ol style="list-style-type: none"> 1. Organizational: <ul style="list-style-type: none"> ▪ The specific Duties of each of the Officers/Executive Committee members are outlined in Section 11.02 of VM By-Laws. ▪ Evaluate, set, prepare and circulate agendas for VM's Annual General Meeting (AGM), Special Meetings, and meetings of the Board of Directors. Restated the Executive Committee shall be the gate-keeper, deciding what needs to go the board, when and how. ▪ Evaluate and recommend to VM's Board of Directors both meeting and committee structure. ▪ Actively lead and participate in preparation of Strategic Plans (both for organizational and sport funding requirements). ▪ Monitor and ensure the priorities and activities of the VM align with vision, mission, strategies and policies of the organization. 2. Financial & Reporting: <ul style="list-style-type: none"> ▪ Bear greater responsibility for preparation of annual budget, financial statements, Audited Financial Statements, and Annual Report to Membership. ▪ Ensure the financial position of VM remains sound. ▪ President, Vice President (when appointed), and Secretary shall serve as the Audit Committee. 3. Human Resources (HR): <ul style="list-style-type: none"> ▪ Excluding the Executive Director, committee shall serve the role of Executive HR Committee, responsible for the recruitment, retention, compensation and benefits, annual evaluation/feedback and providing direction to VM's Executive Director, as required. ▪ In turn, the Executive Director shall be responsible for recruitment, retention, compensation and benefits and annual evaluation/feedback and providing direction to the remainder of VM full- and part-time employees. 4. Board Liaison: <ul style="list-style-type: none"> ▪ Serve as a resource and sounding board for the Executive Director.
Authority	Where possible, VM committees will bring forward issues for approval from the Board of Directors. Where impractical and timely decisions are required, VM committees may, by consensus of committee members, consult with and request support for actions of the Executive Director, President and/or VM Board Executive Committee, and provide subsequent reporting of decision making and actions taken since last board meeting.
Appointment / Term	Consistent with VM By-Laws, the Board of Directors shall appoint the officers, and as a result membership to the Executive Committee, at the first meeting of directors following the AGM. The officers will serve terms of one year, each of whom shall hold office until the first meeting of the Directors held after the next succeeding AGM.
Meetings	The committee shall meet as required, but at a minimum once before each VM board meeting (minimum 4 times per year) in person or by conference call. Meetings can be called by the President or Executive Director. In addition, it is considered normal to supplement meetings with regular communications through email and phone conversations.
Resources	The Committee will receive the necessary resources from VM, within budgetary limitations, to fulfill its mandate.
Reporting	The committee is not required to prepare formal minutes of its meeting, but shall maintain adequate notes for preparation of: A report to VM's Board of Directors, to be circulated three business days prior to each Board noting and summarizing material issues since the last meeting; and a written report to the membership at the AGM.
Approval	These Terms of Reference were updated and presented to VM BOD on November 21, 2017.
By-Laws	The provisions of Sections 11 and 12 of the VM By-Laws apply.
Review	The Committee and the Board of Directors will review these terms of reference periodically and at minimum annually at the first meeting following the AGM, and will make changes if warranted.