

## NOACA EXECUTIVE COMMITTEE CHARTER

- PURPOSE:** The Executive Committee provides advice and recommendations on all aspects of NOACA's policies and functions to the Board of Directors and the agency's Executive Director.
- GOALS:** The goals of the Executive Committee are to:
- Ensure staff and committee efforts support the NOACA Vision Statement
  - Ensure items being considered for Board action have been properly vetted through pertinent committees, councils, etc.
  - Provide oversight to the efforts of the Standing Committees
- ACTIVITIES:** The Executive Committee will:
- Review any recommendations from the Standing Committees intended for discussion or approval by the Board of Director.
  - Provide direction and advice to the Executive Director.
  - Provide a forum for the handling of confidential agency matters
- MEMBERSHIP:** Membership of the Committee consists of seven or more members of the Board of Directors, defined as follows:
- (1) President;
  - (2) First Vice President;
  - (3) Second Vice President;
  - (4) Secretary;
  - (5) Treasurer;
  - (6) Immediate Past President;
  - (7) Mayor/Chief of Governmental and International Affairs of the largest city in the five-county region and
  - (8) At least one member of the governing officers of each county.
- REPORTING RELATIONSHIP:** The Executive Committee reports to the Board of Directors. At their discretion, the Committee chair and the President of the Board of Directors may establish subcommittees or task forces on behalf of the Executive Committee, which will submit reports at each Committee meeting.
- MEETINGS:** The Committee will hold regular meetings on a quarterly basis. Special meetings may be called as needed. A majority of the Committee members will constitute a quorum to conduct business. The 2014 schedule is attached.
- AGENDA AND MINUTES:** The chair will be responsible for establishing the agendas for meetings, which will be sent to committee members at least seven days in advance of the meeting. Minutes will be approved by committee members at the following meeting.
- STAFFING:** Agency staff will provide the Committee with administrative and technical support as directed by the chair.