Communities In Schools of XXXX County

Executive Committee Responsibilities

* Act on behalf of the board between meetings as defined by the bylaws
* Oversee committee structures and work flow and ensure coordination among board committees, board of directors and staff
* Provide counsel, feedback and support to the Executive Director
* Periodically review personnel policies with Executive Director and submit recommended changes for board approval
* Assume the lead in the search for a new Executive Director, or delegate the responsibility to a search committee
* Conduct research to determine an appropriate salary for the Executive Director
* Seek approval from the full board before hiring a new Executive Director
* Initiate and coordinate annual performance appraisal of the Executive Director
* Make important decisions in emergency situations. If any action requires full board approval, the issue is taken to the next board meeting.
* Develop a working relationship with the state office.
* Representative from the committee will participate in board-appropriate sessions as provided by CISNC. This may include state conferences or state-wide meetings developed specifically for CIS board members.
* Coordinate, with the Executive Director, the annual board self-assessment
* Periodically review bylaws and submit recommended changes for board approval
* Ensure that the affiliate remains in compliance with the Total Quality System Standards

Composition: Usually composed of board officers and chairpersons of the standing committees. Past chairs and past officers are sometimes included. The Board Chair serves as chair of the Executive Committee.

*CISNC 2016*