

FSNA Ottawa Valley Branch Executive Committee

Terms of Reference

Composition

The Committee may be comprised of the Branch President, a Past President, Vice-President, the Treasurer, and the Secretary.

Mandate

The mandate of the Branch Executive Committee is to:

- 1 Ensure that the management of the day-to-day operations of the Branch are executed in an efficient, effective and fully accountable (audited) manner;
- 2 Receive progress reports from the Treasurer and others as required;
- 3 Maintain contact with the Chairs of Branch Committees, as appropriate, to verify that necessary action is being taken to implement Board decisions; to seek to remedy operational constraints faced by other Branch committees in the implementation of their approved Action Plans; to facilitate inter-committee coordination where issues require such; and to identify issues which Committee Chairs wish to have placed on Board agenda;
- 4 Operate within the delegated spending authority as approved and as set out by the Branch Board of Directors;
- 5 Operate within any other written directives that may be received from the Branch Board of Directors from time to time;
- 6 Establish and maintain relationships with other organizations with similar or shared interests;
- 7 Prepare agendas for Branch Board of Director, Annual and General Meetings;
- 8 Determine its own Committee procedures;
- 9 Produce Minutes of all its Meetings;
- 10 Make note of and act on developments that affect Branch members' interests; and
- 11 Take all other action necessary to ensure implementation of Board decisions, including to act between Board Meetings in order to take cognizance of and act on, with the full powers of the Board and in its stead, all such matters concerning the Branch as may require administrative, operational and/or immediate attention.