

Medical Mercy Canada Society **Executive Committee Terms of Reference**

Purpose

The Executive Committee is responsible for governance, personnel and executive functions which support the MMC Mission, Vision, Values and strategic goals of the Society. The Committee is charged with ensuring the Board is complying with all governing documents, including policies and procedures. The Committee will review Board responsibilities and work towards increased Board effectiveness.

Membership

The Committee will have a minimum of four members, including the President, Vice-President, Secretary and Treasurer. Committee members are appointed for a one-year term and the new committee chair is appointed for the following year at the first board meeting following the AGM.

Meeting arrangements

The Committee will meet a minimum of two times per year and more often, as needed.

Deliverables

The Committee will:

1. Ensure the development of a board approved annual strategic plan
2. Provide direction to the Board on human resource matters and deal with HR issues as needed
3. Participate in and make recommendations on hiring any employees of the Board
4. Conduct succession planning for key employees at least annually
5. Conduct an annual employee performance review of the Executive Director with input from the Board
6. Annually review and make recommendations on job descriptions, including those of the Executive Director, Board and committee members
7. Annually review and make recommendations on the Committee Terms of Reference
8. Annually review and recommend updates to all policies
9. Act as a resource on any personnel matters, including those related to volunteers
10. Assist staff in the preparation and review of the Annual Report prior to the Annual General Meeting.
11. Advise Board on governance issues, policy matters and reports.
12. Ensure organization compliance with all policies
13. Ensure each Director executes the “Code of Conduct of a Board Member” and adheres to it

Review Date and Approval Date

These Terms of Reference will be reviewed annually by the Board of Directors.

Date Approved: September 20, 2016

Date for Review: September 19, 2017