

**Executive Committee Terms of Reference
Hamilton Community Legal Clinic/
Clinique juridique communautaire de Hamilton**

Review/Amendment dates: Feb 2010, Aug 2021, Aug 2023

Next scheduled review: 2026

Purpose

The Executive Committee supports and lends guidance to the Executive Director and Chair of the Board. It acts on the Board's behalf between meetings when time is of the essence.

Roles and Responsibilities

- To provide general guidance and support to the Executive Director and Chair.
- To transact business of the Board that is of an emergency nature, on behalf of the Board, between Board meetings, except exercising the powers limited by [ONCA 36\(2\)](#).
- To respond to a crisis situation between Board meetings.
- When appropriate, accepts reports from the Chair of the Board pertaining to: whether Board Members comply with their commitment to the Board as it applies to attendance; and, Members' compliance with the Oath of Office.

Accountability and Reporting

The Committee is accountable to the Board of Directors.

All actions that constitute execution of authority delegated by the Board will be recorded as a motion in minutes of the Committee and reported to the Board at or before the next regular Board meeting.

Timeline

The Committee exists perpetually.

Composition of Committee

The members of the Committee are *ex officio*, and are:

- the Chair,
- the Vice-Chair,
- the Secretary,
- the Treasurer, and
- the Immediate Past Chair in the year following election of a new chair.

The Chair of the Committee is the Chair of the Board.

Employees' Role

There is no employee role associated with the Committee.

Meetings

As required when requested by a member of the Committee or the Executive Director.

A quorum is a majority of the Committee members.