



Executive Committee Charter

This Charter sets forth the responsibilities of the WVC Foundation Executive Committee.

- 1) Principal Responsibilities
 - a) The Executive Committee coordinates the work of the Board. The Committee exercises the authority of the Board of Directors in the management of the business of the Foundation and provides reasonable oversight.
 - b) The Committee shall review and reassess its roles and responsibilities along with those of the Board of Directors and Board Officers on an annual basis and recommend any changes in governance or operations to the Full Board of Directors.
 - c) Review annually the operational budget of the Foundation.
 - d) The Committee's role will remain consistent with Article IV of the WVC Foundation Bylaws.
- 2) Membership
 - a) The Committee is chaired by the WVC Foundation (WVCF) Board President and is comprised of the officers of the foundation: President, Vice President, Secretary/Treasurer, Past President and (3) At-Large members.
 - b) A preference for At-Large membership will be given to those serving as leadership for other board committees to provide representation from all committees on the Executive team.
- 3) Authority
 - a) An authorized member of the Committee reviews and authorizes payments of invoices in excess of \$5,000.00. The Committee coordinates board development (i.e. recruitment, succession, etc.) per the board development procedure.
 - b) The Committee may not act on behalf of the Board unless otherwise delegated authority by the Board above and beyond the scope of authority described within this charter. An approved motion by the Board for significant actions and changes must be taken prior to the Executive Committee executing such actions or changes.
- 4) Meetings
 - a) The Committee meets monthly prior to the full Board meeting to guide the strategic direction for the Board. This committee meets on the 2nd Monday of each month at 4pm.
 - b) Minutes of the meetings of this Committee shall be made available for the review and approval of the Committee prior to the following month's scheduled meeting. After approval, minutes will be made available for review and reference for all Board Members.
- 5) Adoption of Charter
 - a) This charter shall be effective as of the date of its approval by the Board. The Committee will periodically review the charter and recommend to the Board revisions thereto, in view of evolving standards, needs, and best practices.