

# **The Arkansas 4-H Foundation, Incorporated**

## **Executive Committee**

### **Job Description**

#### **General Purpose**

The executive committee is commissioned by and responsible to the board of directors to function on behalf of the board of directors in matters of emergency and in interim periods between regularly scheduled board meetings. The executive committee shall have and exercise the authority of the board of directors, provided that such authority shall not operate to circumvent the responsibility and authority vested in the board of directors by the by-laws, and any action taken is to be ratified by the board of directors at its first subsequent meeting.

#### **Appointments and Composition**

1. The executive committee shall be composed of the president, vice-president, secretary, associate vice president for agriculture – Cooperative Extension Service and three additional members from the board of directors, appointed by the president, for a total of seven members.
2. The chair of the executive committee shall be the president of the board of directors.
3. The president, vice-president and secretary shall be elected in accordance with procedures set forth in the by-laws of the organization.
4. The members of the executive committee shall serve for one-year terms.

#### **Responsibilities**

1. Meets to draw up an agenda for meetings of the full board of directors.
2. Makes decisions on behalf of the full board as needed, which cannot wait for the full board or on matters delegated to the executive committee by the board of directors.
3. Maintains effective communication with the committees of the organization.
4. Coordinates the annual planning and budget process of the organization in conjunction with the finance committee and the executive director.
5. Responds to the call of the board president or executive director for emergency meetings to deal with special problems between regular board meetings.
6. Annually submits objectives as part of the planning and budgeting process.
7. Annually evaluates committee work and the objectives to which it has devoted itself and reports on same to the board of directors.
8. Reports to the board of directors at regular meetings of the board in a manner determined by the board.
9. Maintains records of all 4-H Foundation assets.
10. Coordinates the policy review and approval.
11. Updates mission and vision statements.
12. Recommends salary program and input for the executive director.

13. Reviews and approves foundation budget.
14. Reviews job description for development position and center director position.
15. Evaluates development position and center director position and makes recommendations.