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**Job Description: Executive Committee**

**Composition:** The Executive Committee of ACAPT shall consist of the President, Vice-President, Secretary, Treasurer, and one of the At Large Directors who shall be selected annually by the At Large Directors**.**

**Purpose:** The Executive Committee acts on behalf of the full Board when a full Board meeting is not possible in order to help the organization maintain appropriate oversight relative to finances, operations and programs.

**Quorum:** A quorum of the Executive Committee shall be three (3) members.

**Conduct of Business:** The Executive Committee shall exercise the power of the Board of Directors between its meetings. Eighty percent (80%) of the Executive Committee members shall constitute a quorum.

In order to facilitate decision-making between Board meetings or in urgent circumstances, the Executive Committee is authorized to address problems or issues that come up between Board meetings, and make recommendations and/or decisions as necessary. The Committee should be mindful of the fact that it reports to and is accountable to the full Board and is not a replacement for the full Board.

Any actions taken by the Executive Committee should be clearly communicated to the full Board immediately. Minutes should be recorded for all Executive Committee meetings.

**Specific Responsibilities:**

1. The Executive Committee of ACAPT shall have the power to authorize expenditures in excess of the adopted budget. Such expenditures shall not be in excess of current financial resources.
2. The Executive Committee shall monitor organizational needs and activities and may develop and recommend policy to the Board of Directors
3. Serve as an available advisory group to the Executive Director when unexpected needs or emergencies arise
4. Review and approve contracts
5. Hire or fire the Executive Director
6. Gives feedback to the President for the Executive Director’s annual performance evaluation
7. Can remove Board members for dereliction of duty, upon consultation first with the Board of Directors
8. Annually reviews and approves the staffing model with salaries and benefits as recommended by the Executive Director. Once approved by the Executive Committee, the total amount will be inserted as a line item in the budget for final approval by the Board.
9. Upon the conclusion of the annual evaluation of the Executive Director, and in consideration of the Executive Agreement, the Committee shall determine the amount or type of increase in the salary and/or benefits of the Executive Director, if any, to be made for the upcoming contract year. Once approved by the Executive Committee, the total amount will be inserted as a line item in the budget for final approval by the Board.
10. Reviews the benefits package and employee manual every three years with the Executive Director and, if appropriate, drafts changes.