



## **Job Description– PAN Board Executive Committee**

### **Responsibilities of PAN Executive Committee**

#### **POLICY:**

The Executive Committee is comprised of the following board positions: Co-Chairs, Treasurer and Secretary. The Committee is elected by the Board of Directors, to serve at the will of the Board of Directors, and may be removed at any time by the Board of Directors.

#### **RESPONSIBILITIES:**

1. The Executive Committee meets on an ad-hoc basis. Meetings of the Executive Committee are convened by the Co-Chairs, and may be at the request of the Executive Director.
2. The purpose of Executive Committee is to act on behalf of the board during the interim times between board meetings.
3. The Executive Committee may also meet to review major issues facing the organization, weighing pros and cons and developing recommendations to be ratified by the board as a whole at board meetings.
4. The Executive Committee may also meet to provide support, input and advice to the Executive Director, as requested.
5. The Executive Committee will also function as the PAN Board Policy Committee. With the support of the Executive Director, the Executive/Policy Committee will:
  - a. Make responsible, progressive and sustainable policy recommendations to the PAN Board as a whole
  - b. Consult best practices, legislation, and regulations in developing policies, and
  - c. Regularly review and update existing policies to reflect administrative and organizational realities.