



Canadian Institute for Procurement and Materiel Management
Institut canadien d'approvisionnement et de gestion du materiel

Terms of Reference Executive Committee

1. INTRODUCTION

The Executive Committee is a standing committee of the Board of Directors (the “Board”) of the Canadian Institute for Procurement and Materiel Management (CIPMM). The Executive Committee is comprised of the officers of the Board. The Executive Committee has special responsibilities and authorities above all committees and as such, it can act on behalf of the Board. This includes making decisions on behalf of the Board in between board meetings or in urgent and crisis circumstances.

2. ROLE AND RESPONSIBILITIES

Subject to the duties and responsibilities of the Board, the Executive Committee will perform the following duties:

- Provides leadership, guidance and oversight to the Board in fulfilling its responsibilities and in the development and implementation of strategic plans and policies, activities and committee mandates.
- Builds partnerships with government and private organizations.
- Helps guide and mediate Board actions with respect to priorities and governance.

3. MEETING FREQUENCY

The Executive Committee will meet as determined by the Chair but no less than four times per fiscal year.

4. MEMBERSHIP

The Executive Committee will be composed of the following positions: the President, Vice-President (Community Outreach and Advocacy), Vice-President (Professional Development), Treasurer, and Immediate Past-President. The Corporate Secretary shall be a non-voting member of the Executive Committee.

5. DECISIONS RECORDS

The Secretariat will be responsible for:

- Preparing and distributing meeting notices, agendas and other meeting materials to Committee; and,
- Recording decision to all committee members.