



## Canadian Association of Government Finance Officers

### Executive Committee Terms of Reference

#### **Purpose:**

The Executive Committee (EC) acts on behalf of the CAGFO Board of Directors when the board is not in session.

#### **Functions:**

1. Oversees the administration and financial statements of the Association.
2. Provides direction and feedback to the Executive Director regarding policy priorities and Workplan items.
3. Approves the draft Workplan for presentation to the Board of Directors.
4. Ensures good governance of the Association.
5. Ensures timely preparation of the Annual Report and Audited Statements.
6. Oversees the work of the CAGFO Committees and Interest Groups.
7. Oversees the hiring and annual performance evaluation of the Executive Director.

#### **Members:**

1. The President, Vice-President, Secretary and Treasurer, all to be elected by the Board.
2. The President acts as Chair of the committee.
3. The Executive Director is an ex-officio member of the Executive Committee.

#### **Length of Term:**

1. A one-year term coinciding with their term in office.

#### **Frequency of Meetings:**

The committee will meet at the call of the chair by teleconference, On-line portal or in person as budget and agenda allow.

#### **Reporting Responsibility:**

1. The Executive Committee reports to the Board of Directors at the monthly meeting. Additional information or updates may be communicated to the Board of Directors by e-mail, mail or fax when appropriate.
2. All meetings shall be documented, with minutes circulated and preserved