



POLICY

Role & Authority of the Executive Committee

Membership of the Executive Committee

As provided in the Council's Bylaws, Article IV, Section 1, "the officers of the Council shall include a Chairperson, Vice-Chairperson and Member-at-Large. These three officers shall comprise the Council's Executive Committee. The Council may elect such additional officers as are deemed necessary."

Role & Authority of the Executive Committee

The following describes the role and authority given to the Executive Committee by the full Council:

- A. Acts on behalf of the Council on emergency matters provided that the action taken by the Executive Committee receives concurrence of a majority of the Council members present at the next full Council meeting.
- B. When timelines must be met for obligation of funds by September 30 and the full Council cannot meet, the Executive Committee can make the funding decisions necessary. Such action taken by the Executive Committee must receive concurrence of a majority of the Council members present at the next full Council meeting.
- C. At no time, may the Executive Committee approve a new project in excess of \$5,000.
- D. Acts on behalf of the Council on actions as directed by the full Council.
- E. Reviews all Mini-Grant Applications and makes recommendations for funding to the full Council.
- F. Handles appeals, suspensions or terminations of grants.
- G. May review and approve Requests for Conference or Event Sponsorship of \$1,000 or Less.

- H. Develops and monitors the Memorandum of Understanding, budgets, bylaws and procedures.
- I. Reports regularly its work and actions to the Council. The reports of the Executive Committee meetings shall be sent to all Council members.
- J. Interviews applicants for Executive Director and evaluates performance consistent with state law.
- ~~K. Determines any changes to salary and benefits for Council Executive Director and makes recommendation to the full Council.~~
- ~~L.K.~~ Provides recommendations to the Council for annual operating budgets necessary to effectively implement the State Plan.
- ~~M.L.~~ Periodically reviews the Conflict of Interest policy.
- ~~N.M.~~ Annually review and approve stipend and other needs of Council members for meetings.
- ~~O.N.~~ Reviews travel requests for Council members and staff.
- ~~P.O.~~ Annually reviews the conflict of interest statements provided by all Council members and staff.

Approved: January 29, 2004
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