

# EXECUTIVE COMMITTEE

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## **Mission, Authority and Responsibilities**

While the Board is not in session, the Executive Committee is authorized and empowered to perform any function that the Board could perform, when, in the opinion of the Executive Committee, such action is advisable before the next regularly scheduled meeting of the Board of Trustees, or to perform any function delegated to it by the Board or by statute.

The Executive Committee has the responsibility to:

- ensure that the committee acts within the boundaries of its ideal role as facilitator
- ensure that the committee remains respectful of the roles of the full board and its members
- ensure that the committee offers transparency in its actions

## **Organization**

### **Review of Charter**

This charter shall be reviewed by the *Chair Pro Tem* of the Board at least annually, and any proposed changes submitted to the full board for approval.

### **Membership/Structure/Quorum**

In accordance with the by-laws of Athens State University Board of Trustees, the Executive Committee is composed of the Chair *pro tempore* of the Board of Trustees, the Vice Chair *pro tempore* of the Board of Trustees and such other members as may be appointed by the Board of Trustees.

The Chair *pro tempore* of the Board of Trustees will serve as Chair of the Executive Committee.

The President of the University will be a non-voting member of the committee.

Committee members will serve a minimum of one (1) year (October – September).

A majority of the members of the Committee will constitute a quorum for the transaction of business.

### **Meetings**

The Executive Committee shall meet as needed. A meeting of the Executive Committee may be called by the Chair *pro tempore*, the Vice Chair *pro tempore*, or by action of the Board of Trustees.

The President of the University and all members of the Board of Trustees shall be provided direct advance notice of all meetings of the Executive Committee by the issuance of an e-mail (to their e-mail addresses used for regular University business), which notice shall be issued no less than the time required by law for public notice of the meetings of the Executive Committee.

### **Agenda, Minutes and Reports**

The committee will maintain written minutes of all committee meetings.

The President and all members of the Board of Trustees shall be provided a written report of all actions taken at a meeting of the Executive Committee within five (5) business days of each meeting, in the same manner as notice is provided in advance of such meeting.

The Chair of the committee will provide a committee report at every meeting of the Board of Trustees. A review of all actions of the Executive Committee since the last meeting of the Board of Trustees shall be a regular order of business at each meeting of the Board of Trustees.