



COLUMBIA PATHWAYS TO RECOVERY  
PO Box 486 GHENT NY 12075

## **Executive Committee Roles & Responsibilities**

**Led By: President**

**Reports To:** Board of Directors

### ***Purpose:***

The Executive Committee is a board designated committee. Its' purpose is to act on behalf of the full Board of Directors when the full Board of Directors cannot reasonably be convened to bring an action. Any action taken by the Executive Committee will need to be approved at the next regularly scheduled full Board of Directors meeting.

The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer as per the bylaws.

### ***Responsibilities***

- The same as those defined by the individual job descriptions of its members.

### ***Committee Expectations:***

- The Executive Committee will provide written reports to the full Board of Directors of any actions taken, meetings held or discussions that have occurred.
- The committee will meet on an "as-needed" basis or at the request of any members of the committee. Meetings may be held in person or via conference call.

### ***Committee Members Responsibilities:***

- The same as those defined by the individual job descriptions of its members.

### ***Time Commitment For Committee Members***

- Committee members should anticipate needing to be available in an emergency situation.