



Association for Information Science and Technology

## **COMMITTEE TERMS OF REFERENCE**

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### **EXECUTIVE COMMITTEE**

#### **COMMITTEE TYPE**

Standing, defined in Bylaws

#### **PURPOSE / ROLE**

- The Executive Committee makes decisions and takes action on behalf of the Association between the regular meetings of the Board of Directors.
- The Executive Committee oversees the operations of the Executive Director and staff, administers such functions and exercises such powers as the Board of Directors specifically delegates to the committee, and has all the powers of the board to transact business of an emergency nature when the board is not in session.
- The Executive Committee conducts, in a timely and effective manner, the performance review of the Executive Director and, through the Executive Director, of the headquarters staff.
- The Executive Committee serves as the Compensation Committee of the Board.
- The Executive Committee serves as the Constitution and Bylaws Committee of the Board.
- The Executive Committee serves as the Budget and Finance Committee of the Board. In this capacity the Treasurer assumes the Chair.
- The Executive Committee serves as a sounding board for the Executive Director in all matters pertaining to the operation of the Association.

#### **COMPOSITION**

- The Executive Committee is comprised of the officers of the Board of Directors (President, Past President, President-elect, Treasurer) and one additional member at large from the Board of Directors appointed annually by the President.
- The Executive Director is an Ex Officio member of the Executive Committee with voice but without vote.

#### **ACCOUNTABILITY**

- The committee makes reports to the Board of Directors at all meetings of the Board and between Board meetings as needed.

## **MEANS OF CONDUCTING WORK**

- The Executive Committee meets monthly to conduct the business of the association at times when the board is not in session. The Committee will also meet in advance of any face-to-face Board meeting and, if needed, following the face-to-face meeting.
- Additional ad hoc and executive session meetings may be scheduled as needed.

## **COMMUNICATION AND RESOURCE SHARING**

- The Committee will use the ASIS&T Community platform to conduct committee business and to communicate among committee members.
- ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly.
- Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.
- Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.
- If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by the Chair before it is made available to Committee members.
- At the end of each award cycle, any information pertaining to specific individuals or confidential situations will be downloaded from the iConnect platform and archived at HQ. It will be removed from the iConnect platform.

## **OTHER CONSIDERATIONS**

- When operating in its capacity as Compensation Committee, the Executive Committee structure and leadership will remain the same. In this capacity the Executive Committee has responsibility for evaluating the performance of the Executive, determining a bonus for the evaluated year and setting salary for the coming year, and setting goals and measurable objectives against-which the Executive will be measured in the coming year.
- When operating in its capacity as the Constitution and Bylaws Committee, the Executive Committee has responsibility for periodically reviewing the Constitution and Bylaws and advising the Board on additions, deletions, corrections and other recommended changes. In a year when the Board elects to undertake a thorough overhaul of the Constitution and Bylaws, the Executive Committee may wish to appoint a task force to support that effort.

## **SELF-EVALUATION**

- Each year (prior to the Annual Meeting), the Board President will lead members in a review of its relevance, the value of its work, the effectiveness of its work process over the past year, and its terms of reference.

## CRITICAL DEADLINES

Event	Date
At-Large Member Appointment	1 month before Annual Meeting
Executive Director Evaluation	Not later than June 15 annually

*Approved by the ASIS&T Board of Directors on September 5, 2018.*