



EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Purpose:

The CAS Executive Committee provides oversight and direction of the affairs of the CAS between Board meetings.

Membership:

- CAS Board President (Chair)
- Vice-President
- Public Member of the Board

In the event that a Public Member is not able to participate as a member of the Executive Committee, the Committee may still function in accordance with its Purpose.

Responsibilities:

- Act as consultants in guiding and supporting the work of the Executive Director and Registrar, including assistance with problem solving.
- Provide direction to the Executive Director or Registrar respecting any Board decision which cannot wait for the next regularly scheduled Board meeting.
- Act on behalf of the Board in emergency situations, informing the Board fully and immediately of any action or decision taken.
- In some cases, the Executive Committee may make an interim decision on a matter which is effective only until the full Board considers the matter.
- Report to each Board meeting on any decisions taken.
- Develop and implement personnel policies as they apply to the Executive Director and Registrar, with their involvement.
- Conduct the performance evaluation of the Executive Director and Registrar with the involvement of these staff, as per the CAS policy, presenting the evaluation reports to the Board.

Accountability:

The Executive Committee is accountable to the CAS Board of Directors.

Meetings:

The committee may meet as needed at the discretion of the Chair and will report in a timely fashion to the Board. Meetings may be held via electronic means.

Resources:

Expenses and honoraria, if required, will be provided as per CAS policy.

CAS Board Approved: January 8, 2021