



TVPI Board Executive Committee

The Executive Committee's role is to plan, manage and support the work of the Board. It has no authority to determine policy, set organizational strategy or, except in an emergency situation, direct the overall work of the organization.

Primary Duties:

The Executive Committee's primary role is to:

- Set, update and maintain the board's calendar
- Decide what decision matters should come before the board
- Determine the agenda for board meetings
- Ensure that the board is notified in advance of any motions or proposals to be considered
- Recommend policy changes
- Monitor the work of committees
- Ensure that there are processes in place for board member recruitment and succession planning
- Ensure there is a process in place for the evaluation of the Managing Director
- Address any personnel matters with the Managing Director, and assist the Managing Director with any other staff personnel issues.
- Monitor the Association's financial operations in terms of performance to budget
- Ensure that the Board operates in a manner consistent with bylaws and board approved policies

In Accordance with the bylaws, the Executive Committee will be made up of the Board's officers (President, Vice President, Secretary and Treasurer), and the Managing Director (as a non-voting member). The committee may invite others to attend as needed.

The Board President will chair the Executive Committee, which the Vice President will chair in the absence of the President.

The Executive Committee will operate with its own work planning calendar, similar in format to the Board Calendar.

The Executive Committee shall meet as needed but not less than 6 times a year.

A record of executive committee meetings shall be kept by the Board Secretary, although notes of such meetings should be minimal, as the resulting board meeting agendas will reflect much of its work.

Signature:

Lucas J. Herring

Board President

May 15th, 2025