



Illustrative EXECUTIVE COMMITTEE CHARTER

purposes

- serves as the board's "navigation and command/control center"
- takes action on behalf of the board in emergency situations when it cannot be convened [Emergency actions taken by the executive committee must be reported to, and discussed/ratified by, the board at its next regularly scheduled meeting.]

tasks

- develops the board's annual objectives and work plan; forwards to the board for review and discussion
- reviews potential agenda items forwarded by committees, CEO and medical staff; sets the agenda for board meetings
- reviews recommendations of the governance and nominating committee regarding the selection of new directors; forwards (with commentary) to the board for discussion/action
- when necessary, recommends the removal of directors in mid-term; forwards (with commentary) to the board for discussion/action
- provides advice/counsel to the board chair in appointing committee members and chairs
- reviews and approves annual committee work plans
- reviews and provides feedback regarding annual reports from standing committees regarding their activities/accomplishments and recommendations for performance improvement
- when the need arises, serves as the board's CEO search committee
- directs and oversees staff assistance allocated to the board
- as requested, serves as a "sounding board" and "brain-storming" group for the board chair and CEO regarding issues of their choosing
- coordinates its work with other board committees
- performs other tasks requested by the board
- annually, forwards a report to the board: detailing the committee's activities/accomplishment; assessing its performance; making recommendations for alteration in functions/processes/procedures

meetings

- face-to-face: __ times per year (estimated duration, __ hours)
- *via* telephone conference call: monthly, approximately ___ days prior to regularly scheduled board meetings (estimated duration, __ minutes)

composition

- membership (all with vote) include:
 - board chair (who serves as the committee chair)
 - board vice-chair
 - CEO (who serves as committee vice-chair)
 - ends/planning committee chair
 - credentialing/quality committee chair
 - finance committee chair
- non-directors are not permitted to serve on this committee

staffing

- administrative: board coordinator