

# **Executive Committee Charter**

## **Article I. PURPOSE**

The Executive Committee is a standing committee of the Board of Directors (“the Board”) of the Corporation for National and Community Service (“the Corporation”), designated by the Chairperson of the Board pursuant to authority granted in Section 2.11 of the Bylaws of the Board. The purpose of the Executive Committee is to act on behalf of the full Board as needed between meetings.

## **Article II. COMPOSITION**

The Committee shall be composed of the Chairperson of the Board, the Vice Chairperson of the Board, and the Chairs of the other standing Committees.

## **Article III. AUTHORITY AND RESPONSIBILITIES**

### **Section 3.01 Authority**

The Executive Committee shall have, and may exercise, all authority of the Board in administering the Corporation, so far as may be permitted by law.

### **Section 3.02 Responsibilities**

The Executive Committee’s responsibilities include:

1. Consider issues on behalf of the full Board between meetings on time-sensitive issues requiring full Board involvement when necessary; and
2. Providing consultation when necessary regarding day-to-day operational issues of the Corporation.

## **Article IV. RESOURCES**

The CEO shall provide the Committee with support as necessary and shall ensure cooperation with requests made by the Committee for necessary information.

## **Article V. MEETINGS AND REPORTS**

### **Section 5.01 Meetings:**

The Committee shall meet as needed between Board meetings, as determined by the Chairman of the Board.

**Section 5.02 Reports:**

The Committee shall keep a record of all of its acts and proceedings and shall report thereon at the next Board meeting or call.