



## Marion-Polk Food Share Board Executive Committee Charter

The executive committee is responsible for working in support of, and occasionally in place of, the full board. The work of the committee revolves around five major areas.

### 1. Act as liaison with the CEO.

- Provide counsel, feedback and support to the CEO.
- Facilitate the annual assessment of the CEO by the board and report the results to the CEO.
- Review compensation and benefits of the CEO.

### 2. Perform policy work

- Carry out specific directions of the board and take action on policies when they affect the work of the CEO or when the full board directs the committee to do so.

### 3. Help develop a strategic plan

- Coordinate the board's engagement in setting the strategic direction of the Food Share and establish a regular review of the Food Share's strategic direction.

### 4. Handle urgent issues

- Resolve an emergency or organizational crisis that needs board support and direction. Report to the full board as soon as reasonably possible any executive action taken on behalf of the board.

### 5. Conduct executive searches

- Assume the lead in the search for a CEO when necessary or delegate the responsibility to a task force.
- Conduct the research necessary to determine the appropriate salary for a CEO.
- Receive approval from the full board before hiring the CEO.
- Develop succession plan for hiring new CEO.

### Additional points to remember:

- The committee should be mindful of the fact that it reports to and is accountable to the full board and is not a replacement for the full board.
- The executive committee should limit itself to making decisions on rare occasions.
- The committee should report all decisions and actions taken in an emergency situation to the full board as soon as possible.