

NHLTA JOB DESCRIPTION

EXECUTIVE COMMITTEE

The Executive Committee, pursuant to Article V, Section 2.A of the Bylaws, consists of the four officers of the Board and the past president, and serves as the administrative body of the Board, with final responsibility for execution of the policies of the Board. The President shall chair the Committee. The Committee shall meet as necessary and appropriate at the call of the President. A majority of the Committee members, present and voting, shall constitute a quorum.

The primary purpose of the Committee is to have a group of Directors authorized and able to act for the Board between regular meetings and in situations where an assembly of a quorum of the Board would be impracticable or impossible.

Committee Charter:

The Executive Committee is authorized to exercise the full power of the Board of Directors to act between meetings of the Board upon matters which, in the judgment of the Committee, are of such a nature as to require action prior to the next regular meeting of the Board but do not require calling of a special meeting of the Board of Trustees. Because NHLTA is an unstaffed organization, the Executive Committee also oversees day-to-day operations.

Any action taken by the Committee involving exercise of the powers of the Board shall be reported promptly to the Board, and ratified by the Board at the next meeting of the Board following such action.

Specific Responsibilities:

- Manage the day-to-day operations of the organization.
- Establish the annual NHLTA award criteria and select the recipients.
- Plan the annual retreat and the annual meeting.
- Review and update the administrative services contract annually, for approval by the full Board.

The Executive Committee **shall not** have the power to:

1. Amend the Bylaws;
2. Appoint or remove Directors;
3. Approve a dissolution or merger or the sale of substantially all of the Corporation's assets;
4. Adopt the budget; or
5. Take any action that is contrary to, or a substantial departure from, the direction of the Board, or which represents major change in the affairs, business, or policy of the Association.