

Executive Committee Charter
Approved 6/2007

I. Purpose: According to the Bylaws, the Council shall establish an Executive Committee, which shall exercise the authority of the Council and the management of the Society between meetings of the Council.

II. Composition: The Executive Committee shall consist of the President, the President Elect, the Immediate Past President, the Secretary, and the Treasurers of the Society, and any other member of the Council appointed by the President or by a majority of the entire Council. The Executive Secretary shall serve on the Executive Committee and administer its meetings.

III. Duties: The Committee shall have the following duties:

- Call meetings to conduct urgent Society business that can not be delayed until the next meeting of the Council. According to the Bylaws, notice of Executive Committee meetings shall be provided to all members of the Council, at least seven days prior to the meeting, and any member of the Council who wishes to attend any meeting of the Executive Committee shall be entitled to do so.