
Executive Committee Terms of Reference

Committee Overview:

The Executive Committee (EC) has the power to act on behalf of the full Board of Directors (BODs). The EC is a standing committee that often acts as a steering committee for the full BOD. Functioning as a steering committee, the EC prioritizes issues for the full BOD to address. Although the EC comprises senior-level leaders, the committee members report to the BOD.

Though the EC meets frequently and independently, they're still ultimately accountable to the BOD. Taking advantage of the latest board management tools, they submit regular meeting minutes, documentation and a record of votes to the BODs.

1. Purpose:

The EC of the Ontario Association of Sewage Industry Services (OASIS) was established to provide leadership, oversight, and strategic direction for the organization. The EC is responsible for making key decisions, setting priorities, and ensuring the effective implementation of OASIS's mission and goals.

2. Objectives:

The EC shall:

- a. Provide strategic guidance to OASIS in alignment with the organization's mission and vision.
- b. Make decisions on critical matters requiring immediate attention between Board meetings.
- c. Oversee the implementation of policies and initiatives approved by the BODs.
- d. Monitor the organization's financial health, performance, and risk management.
- e. Serve as a liaison between the BODs, OASIS staff, and external stakeholders.

3. Composition:

The EC shall consist of the following members:

- a. President (Chair of the EC)
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Immediate Past President (if applicable)

4. Meetings:

The EC shall meet regularly, at least quarterly, to address urgent matters and provide ongoing strategic direction. Meetings may be conducted in person or virtually, as deemed necessary by the committee members.

5. Responsibilities:

- Strategic Planning:
 - Develop and review the strategic plan in collaboration with the BODs.

- Ensure alignment of organizational activities with the strategic plan.
- Decision-Making:
 - Make timely and informed decisions on behalf of OASIS, particularly in urgent matters.
 - Ensure that decisions align with OASIS's mission, values, and legal obligations.
- Financial Oversight:
 - Monitor the organization's financial performance and budget in collaboration with the Treasurer.
 - Review financial reports and make recommendations to the BOD as needed.
- Risk Management:
 - Identify and assess risks to OASIS and develop strategies for risk mitigation.
 - Regularly review and update risk management policies and procedures.
- Leadership and Representation:
 - Serve as ambassadors for OASIS in interactions with external stakeholders.
 - Represent OASIS at events, conferences, and meetings as needed.
- Communication:
 - Ensure effective communication between the EC, BODs and OASIS staff.
 - Report on EC activities to the BODs regularly.

6. Decision-Making:

Decisions of the EC shall be made to the OASIS Board of Directors where a Final Decision and Motion of Approval or Rejection will be made.

7. Review and Amendment:

These Terms of Reference shall be reviewed annually by the EC and may be amended with the approval of the BODs.

Key Performance Indicators:

- 1) Create a to do list of issues to focus on for the year and present it to OASIS BODs for approval by the first quarter.
- 2) Create a plan to attract more members and retain membership.
- 3) Ensure all meetings are conducted in accordance with Not-for-Profit BOD rules and guidelines while ensuring all operations are conducted in accordance with the by laws.
- 4) Work with all other Committees to help increase our positioning within the industry – make us the go to location for support when needed by operators.

Time Frame: 6- 12 Months

Initial Meeting/Method: Conference Call - Quarterly

Date of Meeting: TBD by Committee Chair

Outcomes Update: To be Completed by Committee Chair and presented to the BOD