
Terms of Reference Board Executive

Purpose

- To increase the level of support provided to CEO
- To assist in setting the agenda and ensuring the Board directors have everything they need to make effective governance decisions at meetings.
- Board education, succession planning, recruitment and orientation.

Governance

Duration

1. The Board Executive Committee is a Committee of the Board to be trialled for 6 months

Delegations

1. The committee does not have additional financial delegations, other than that already outlined in the delegations policy for Directors and Executive.

Reporting

2. Reports are only required to be provided to the board on an 'as needs' basis
3. Minutes or actions will be provided to the Board on a monthly basis
4. A 6 month review report will be required in July 2013.

Agendas

5. Where practicable the agenda, together with any reports or documents that relate to the agenda, should be forwarded to members no later than 24 hours before the meeting to enable consideration prior to meetings

Minutes

6. Agreed actions from each meeting be circulated to committee members for ratification (within a reasonable timeframe following the meeting), and then formally confirmed at the next meeting of the committee.

Conflicts of Interest

7. All members of the committee must abide by the ACHSM Conflict of Interest Policy.
8. If any conflicts are noted, they should be managed according to the Policy.
9. For standing conflicts of interest, committee members should be asked at commencement and at least annually to disclose any standing conflicts of interest

10. The ACHSM has a template for disclosing conflicts of interest. The ACHSM company secretary manages a conflict of interest register.
11. At the commencement of each meeting, members should also be prompted to specify conflicts of interest they may have in respect to the proposed agenda.

What is to be achieved?

1. Provide support and advice to the CEO consistent with the decision and policies of the board
2. To assist the CEO/Company secretary in setting the agenda for board meetings, scrutinising requests for information and quality assuring board papers.
3. Overseeing board orientation, education and succession planning.

Who will take part in it?

Position	
Chair	President
Senior Vice President	Board
Treasurer	Board
Company Secretary	CEO

Quorum

1. A minimum of 3 members is required for a quorum

Frequency of meetings

2. Bi-monthly.