



International Agency for the Prevention of Blindness

## EXECUTIVE COMMITTEE

### PURPOSE

The primary role of the Committee is to act on behalf of the Trustees between Board Meetings and to provide advice and support to the Chief Executive on strategic issues.

### RESPONSIBILITIES

The specific functions of the Executive Committee are:

- To consider strategic issues as they arise from time to time between Board meetings;
- To act on behalf of the Board in conducting urgent business between Board meetings;
- To ensure alignment of the annual business plan, activities and operations with the Board approved strategic plan;
- To receive quarterly financial reports;
- To provide advice to the Chief Executive on other matters as they arise;
- To approve the staff remuneration policy;
- To determine the remuneration of the Chief Executive;
- To approve the annual remuneration reviews of senior management as recommended by the Chief Executive;
- To undertake any other responsibilities as delegated by the Board;
- To advise the trustees on the financial implications of the organisation's strategic plans and major financial issues which arise and which are outside the agreed boundaries of management authority;
- To guide and advise the Board in the approval of medium-term financial plans and targets, budgets, accounts and financial statements within the agreed financial policy framework;
- To maintain an overview of the financial performance and position of the charity over time.

### EXERCISE OF DELEGATED POWERS

If, in the Committee's opinion a matter arises, in the course of exercising its delegated powers that warrants the attention of the Board the Committee will refer it to the Board for direction or determination.

### COMPOSITION AND TERMS OF MEMBERSHIP

The Committee will be composed of the following voting members:

- President and Chairman of the Board (Chairman)
- Vice-President
- Treasurer
- Two members of the Board elected by secret ballot by the Board with a two year term of office. Re-election is possible

In attendance (non-voting):

- Chief Executive Officer.
- Other senior members of staff, Board members or other special invitees at the discretion of the Chairman.

## MEETINGS

- **Meetings**

The Committee will meet either face to face or by teleconference at least four times a year. Two of these meetings will be held face to face at the time of Board and Council meetings. Additionally a meeting may be called at the discretion of the Chairman or at the request of two other members of the Committee.

- **Minutes**

Minutes of the Committee's meetings will be kept and circulated to the members of the Committee as soon as possible after the meeting.

- **Report to the Board**

The Committee shall send either a formal report or a copy of the minutes to the Board as soon as possible following its meetings.

- **Resolutions**

Decisions at a meeting of the Committee must be determined by a resolution passed by a majority of votes of those present and voting. The Chairman will not have a casting vote.

- **Quorum**

The quorum for a meeting shall be not less than three members.

## COMPOSITION

Chair: Bob McMullan

Member(s): Johannes Trimmel; Adrian Poffley; Serge Resnikoff; Kathy Spahn

In attendance: Peter Ackland