

**Victoria West Community Association**  
**Executive Committee**  
**Terms of Reference**

**Type:** Standing

**Chairperson:** President of the Board who is appointed annually by the Directors at their first meeting following the AGM

**Responsible to:** VWCA Board of Directors

**Purpose:** To facilitate effective governance of the Association

**Composition:** President, Vice President, Secretary and Treasurer. The immediate Past President is a member of the Executive Committee for one year following his or her term in office.

**Specific Areas of Responsibility:**

1. Oversees the administration and financial well-being of the Association.
2. Responsible for development of the annual budget and annual calendar.
3. Approves the draft board meeting agenda for presentation to the Board of Directors.
4. Ensures timely preparation of the Annual Report and the Annual General Meeting agenda.
5. Oversees the progress of Board committees and the completion of any assignments approved by the Board.
6. Oversees the hiring and annual performance evaluation of the Community Centre Manager; determines all staff compensation changes.
7. Responsible for development of a staffing plan.
8. Provides direction and feedback to the Community Centre Manager.
9. Acts on behalf of the Board in emergency situations, informing the Board fully and immediately of action or decisions taken.
10. Reports at the next Board meeting or as needed on matters addressed by the Executive.
11. Ensures that the Association has and is following its strategic plan that is updated on an annual basis and brings forward, in a timely fashion, any suggestions that will help achieve any goals set out in the plan.