



CPAA EXECUTIVE COMMITTEE – CHARTER

Purpose and Function

The Executive Committee exists in service to the Cascade Pacific Action Alliance (CPAA) board (CPAA Board) and works closely with CHOICE staff to prepare CPAA Board meetings when needed and periodically develop recommendations for consideration by the CPAA Board. Monthly Board meeting preparation will largely be done by CHOICE staff with support from the CPAA Support Team and the CPAA Council.

The Executive Committee may exercise the authority of the CPAA Board to the extent allowed in the LLC Operating Agreement or that the CPAA Board delegates to the Executive Committee by resolution.

Committee Membership and Meeting Frequency

The Executive Committee is composed of CPAA Board Officers: Chair, Vice-Chair, Treasurer, Secretary, and immediate past Chair. The CPAA Board elects CPAA Board Officers annually.

Committee members should expect to participate in periodic Executive Committee meetings in addition to monthly CPAA Board meetings. The Executive Committee will meet as needed to make decisions as authorized by the CPAA board or discuss other urgent matters in an advisory function to the CPAA Board.

Committee Member Roles and Responsibilities

- Monitor the participation and behavior of Board Directors. If the Executive Committee determines that a Board Director is failing to meet the expectations laid out in the LLC Operating Agreement then the Chair will confer with the Board Director in question to clarify expectations. If participation or behavior does not improve after this the Executive Committee will notify the CPAA Board of their failure to meet expectations and CPAA Board may then initiate removal proceedings.
- Committee Members shall make best efforts to attend all Executive Committee meetings;
- Undertake pre-work as requested by CPAA Board to prepare for CPAA Board decisions and make recommendations for CPAA Board consideration when needed;
- Work on business delegated by the CPAA Board;
- Upon request by CHOICE staff, provide guidance and counsel to staff on questions and urgent matters that arise in between CPAA Board meetings;

Charter Changes

The CPAA Board may change this charter as needed. As a best practice, the CPAA Board will review this charter annually.

Adopted: **05/11/2017**

Amended: _____