

EXECUTIVE COMMITTEE CHARTER

General Statement of Purpose

The purpose of the Executive is to work in support of, or occasionally in place of, the PSAYDN Steering Committee and to be a sounding board for the Network Lead.

Authority

The Executive Committee shall serve at the request of the PSAYDN Steering Committee.

Composition

The Executive Committee's membership shall consist of Chair (or Co-Chair) of each standing committee and a representative of the Fiscal Sponsor.

Meetings

The Executive Committee shall meet as many times as they (or the Steering Committee) deem necessary, but in no event, less than quarterly, and Executive Committee members shall strive to attend all meetings.

The Executive Committee may conduct any meeting by use of any electronic means of communication provided: (1) all participating members may simultaneously hear or read each other's communications during the meeting or (2) all communication during the meeting is immediately transmitted to each participating member and each participating member is able immediately to send messages to all other participating members.

Notice of all meetings shall be provided no less than 48 hours in advance of such meeting. A majority of the members of the Executive Committee shall constitute a quorum. The act of a majority of Executive Committee members present (either in person or electronically) at a meeting at which a quorum is present shall be the act of the Executive Committee.

Function and Duties

The functions of the Committee include the following:

- A. Set the agenda for meetings, with support from the Network Lead.
- B. Act on behalf of the Steering Committee on all issues related to PSAYDN business between meetings, with responsibility to report actions to the Steering Committee for ratification or further action at the next meeting.
- C. Act as liaison to the Network Lead by:
 - a. Providing the Network Lead with feedback and support.
 - b. In partnership with the Fiscal Sponsor, planning and conducting an annual assessment of the Network Lead and in coordination with the three-year-cycle, network assessment.
 - c. Shaping decision making of Network Lead hiring process, when applicable.
- D. Coordinate, with the Network Lead, the development of a strategic planning process by:
 - a. Initiating the Network's involvement in establishing a strategic framework for long-term initiatives and short-term focus areas.

- b. Reviewing PSAYDN Mott Evaluation Report on progress made, or the lack thereof, in accomplishing goals on an annual basis and reporting to the Steering Committee.
- E. Handle urgent issues, when Steering Committee is unable to meet, to resolve emergency or organizational crises (e.g., loss of funding or unexpected loss of Network Lead).
- F. Develop and take the lead role in implementing policies and procedures designed to provide for effective and efficient governance, including, but not limited to, such areas as:
 - a. Steering Committee Governance Self-Assessment guidelines and methods for evaluation of same;
 - b. Develop and pursue annual Executive Committee goals specifying principal work focus areas for the upcoming year;
 - c. Steering Committee individual participation requirements;
 - d. Review and update PSAYDN Governance Guidelines (as needed);
 - e. Conflicts of interest; and
 - f. Confidentiality.
- G. Develop and take the lead role in implementing policies and procedures designed to identify and address current and anticipated Steering Committee composition needs.
- H. Develop and take the lead role in implementing plans for Steering Committee education, including, but not limited to, new member orientation, annual education of Steering Committee members, and an annual retreat.
- I. Develop and take the lead role in implementing a process for effective Steering Committee succession planning.
- J. Such additional duties as may be determined by the Steering Committee from time to time.