1-115 Executive Committee Charter

Purpose

The duties of the Executive Committee (the "Committee") shall be to assist the First Things First – Arizona Early Childhood Development and Health Board (the "Board") in fulfilling its responsibilities with respect to providing guidance on the Board's overall:

1. vision and strategy
2. program development
3. financial accountability
4. meeting agendas
5. legislative advocacy
6. personnel oversight of Executive Director
   Board will appoint the Executive Director; the Executive Director will appoint all other staff and bears the ultimate responsibility for the achievement of the FTF strategic direction.
7. governance policy review

Membership

The Committee shall be composed of the:

1. Board Chair
2. Board Vice-Chair
3. Statewide and Regional Programs Committee Chair
4. Audit, Finance and ~~Finance~~Administration Committee Chair

Unless otherwise directed by the Chairperson, the Chair will preside over the Executive Committee.

Reports of this Committee will be presented by the Chairperson of the Committee, as designated by the agenda, as part of the regular Board meetings.

All Board members will be notified of the Executive Committee meetings to allow them the opportunity to participate.

Meetings

The Committee shall:

1. meet as often as needed to fulfill responsibilities as charged
2. hold and conduct meetings in accordance with requirements of law

A majority of the Committee membership shall constitute a quorum. The Chair of the committee shall be its presiding officer and shall set the time, date and place of the meetings.

Adopted June 25, 2008

Revised NEW DATE