



AN ABAI CHAPTER AFFILIATE

## Executive Leadership Committee Charter

### Purpose

The purpose of the Executive Leadership Committee (ELC) is to:

1. Authorize the TxABA officers to act for the Executive Council (EC) between regular meetings and in situations where an assembly of a quorum of the EC would be impractical or impossible.
2. Handle issues of lower priority that should not justify the meeting of the full EC.
3. Serve as an advisor to the Executive Director, providing consultation, support, and guidance on an informal basis as requested by the Executive Director.

### Committee Membership

The Executive Leadership Committee shall be composed of the TxABA officers, Executive Director, and Secretary-Treasurer. As of the most recent version of this charter, the TxABA officers include the President-Elect, President, and Past President. Should the by-laws be altered to include other officers of the organization, those officers shall also become members of the Executive Leadership Committee.

The President shall chair the committee.

### Authority and Responsibilities

The committee shall meet as necessary and appropriate at the call of the chair of the committee or the Executive Director, and shall maintain minutes of all meetings, which will be regularly approved by the committee and distributed promptly to the full EC. A majority of the committee members, present and voting, shall constitute a quorum.

The Executive Leadership Committee shall have the following responsibilities:



1. Exercise the full power of the EC to act between meetings of the EC upon matters which, in the judgement of the Committee, are of such a nature as to require action prior to the next regular meeting of the EC but do not require calling of a special meeting of the EC
2. Propose the annual budget
3. Evaluate the performance of the Executive Director and present said evaluation to the Executive Council
4. Establish performance review process for Executive Council members and staff
5. Develop and administer policy for identifying key criteria for executive council nominees

All decisions made by the Executive Leadership Committee must be ratified by a majority vote of the full EC.

The Executive Leadership Committee *shall not* have the power to:

1. Amend the Bylaws
2. Appoint or remove EC members or the Executive Director
3. Approve a dissolution or merger or sale of TxABA's assets
4. Enter any contract not covered by the annual budget or in excess of \$500 if outside of the annual budget
5. Take any action that is contrary to, or a substantial departure from, the direction of the Executive Council, or which represents a major change in the affairs, business, policy, or mission of TxABA

## Sub-Committees

This committee is not authorized to establish sub-committees. With approval by a majority vote of the full EC, the Executive Leadership Committee may recommend task forces be established as needed.

