



# EXECUTIVE COMMITTEE

## **ORIGIN:**

This committee is neither a Standing Committee nor an “ad hoc” committee. It is identified in Article VII, Section 4 of the MGCA By-Laws.

## **PURPOSE:**

Functioning as a steering committee, the Executive Committee prioritizes issues for the full Board to address. Carries out the business and financial responsibilities of the Executive Committee. Facilitates decision making between Board meetings in urgent and crisis circumstances.

## **MEMBERSHIP:**

Per MGCA By-Laws, Article VII, Section 4, “The Executive Committee consists of the President, Vice-President, Secretary, and Treasurer.”

## **MEETINGS:**

Not Specified in the By-Laws. Meetings are normally called by the committee chair on an as-needed basis.

## **RESPONSIBILITIES:**

The following responsibilities have traditionally been the exclusive purview of the Executive Committee.

- Rule enforcement actions (i.e., responsible for direct Member contact).
- Manage rental agreements for MGCA-owned property.
- Develop and recommend a strategic direction and plan for the MGCA.
- Interview and recommend the hiring and dismissal of MGCA employees.
- Establish wage and benefit recommendations for MGCA employees for approval by the Board.
- Draft/revise MGCA employee job descriptions for Board approval.
- Supervise MGCA office employee(s)
- Engage and oversee all professional services (including but not limited to legal, accounting, and insurance)
- Review complaints against members of the Board of Managers

- Steward the relationship with the Mt. Gretna United Methodist Church
- Steward relationships with other Mount Gretna communities and organizations
- Determine or recommend donations to community/charitable organizations
- In an emergency, if an emergency expenditure is not within budget and a quorum of the board cannot be convened, the Executive committee may approve the expenditure.
- Present (or submit) a committee report at each regular meeting of the Board of Managers

#### Specific responsibilities of Executive Committee members

- **President:** (ByLaws: Article VI, Section 25)  
 Presides over executive committee, Board meetings, and annual meetings,  
 Reviewing and signing contracts,  
 Setting agenda for the monthly meeting of the Board of Managers and the Annual Meeting,  
 Calling Special Meetings of the Board (ByLaws: Art V, Sec 6)  
 Overseeing all responses to Member communication addressed to the Board,  
 Hiring and dismissing employees following Board decision
- **Vice-President:** (ByLaws: Article VI, Section 26)  
 Assume responsibilities of the President when not available, where there is a conflict of interest, etc.,  
 Perform duties as assigned by the President,  
 Support the President in his/her duties.
- **Secretary:** (ByLaws: Article VI, Section 27)  
 Overseeing minutes of the Board of Managers meetings,  
 Fixing dates and times of Special Meetings (ByLaws: Article V, Section 6),  
 Providing required notice of every meeting of the membership (Annual, Special or Adjourned) (ByLaws: Article V, Section 8).
- **Treasurer:** (ByLaws: Article VI, Section 28)  
 Has historically chaired the Finance Committee,  
 Approves all expenditures,  
 Opens and closes bank accounts,  
 Maintains safe deposit box,  
 Seeks loans,  
 Presents monthly P&L,  
 Arranges for annual financial review,  
 Ensures all taxes are filed,  
 Presents financial review report to the MGCA,  
 Handles delinquent accounts,  
 Manages assessment payments including special needs,  
 Liaises with banks.

## **AUTHORITY:**

The Executive Committee may act with the same authority as the full Board of Managers. However, the Executive committee is subordinate to the Board; it cannot alter any decision made by the full Board of Managers.

## **BUDGET:**

The Executive Committee is responsible for requesting funds for personnel, professional fees, office expenses, donations, and property taxes.

The Committee is responsible to ensure that expenditures do not exceed budgeted/allocated funds.

### **Dates:**

Adoption: December 21, 2021

Revision:

Rescission:

### **NOTES:**

- Recommend adding to the R&R clarification that members of the Exec Committee will be responsible for contact with Members about R&R violations, issuing fines, etc.