

**SOCIETY OF SAINT VINCENT DE PAUL**  
**National Council of Canada**

**Committee Terms of Reference**

<u>Committee Name:</u>	<b>National Executive</b>
<u>Type :</u>	Standing
<u>Goals:</u>	To plan and administer the affairs of the National Council.
<u>Membership:</u>	<ul style="list-style-type: none"><li>- National Council President</li><li>- National Council Vice-president(s)</li><li>- National Council Secretary</li><li>- National Council Treasurer</li><li>- Advisors (non-voting)</li></ul>
<u>Meetings:</u>	As required between Board of Directors meetings.
<u>Responsible to:</u>	The Board of Directors, National Council
<u>Reporting &amp; Deadlines:</u>	The Board of Directors, National Council
<u>Specific Duties, Functions or areas of Responsibility</u>	
<ul style="list-style-type: none"><li>a) To assist the president in his/her role of governing the Society</li><li>b) To study and recommend appropriate actions to the Board of Directors.</li><li>c) To administer current affairs and take appropriate actions in urgent situations when it is impossible to convene a Board of Directors' meeting.</li><li>d) To submit decisions for ratification by the Board of Directors.</li><li>e) To prepare the agenda of regular and annual meetings of the Board of Directors.</li><li>f) To submit annual performance evaluation of the Executive Director.</li><li>g) To ensure compliance with the Rule and related National policies.</li><li>h) To conduct other activities, as directed by the Board of Directors.</li></ul>	
<u>Approval/Review Date:</u> at election of new Board of Directors.	

Board of Directors Approval: May 2004

Revised: To be submitted to Board (May 2007).