



Administrative Committee Terms of Reference

Mandate

The Administrative Committee is a standing committee of CAPAL/ACBES Board that is tasked with managing the business of the Association.

Objectives

The committee shall:

- Ensure that the corporation's non-profit incorporation is maintained
- Ensure that the Board follows financial regulations related to the non-profit incorporation
- Upon Board authorization employ and discharge agents of the Corporation which may include accountants, lawyers, or other professionals.
- Ensure that bylaws are up to date and reviewed every three years

Members and Composition

The Chair should be a non-officer Director of the Board. The Chair should be recruited by the Nomination Committee and should be appointed to a two-year term as Chair having served as a Director of the Board for at least one year.

Committee Members consist of:

- The Association Treasurer as an ex-officio member, acting as advisor to the committee
- The Association Chair or Vice-Chair
- Up to three members at large

Meetings and Quorum

The Committee will meet monthly during the academic year and/or as needed at other points of the year. Additional meetings may be called by the Chair or any three committee members. A majority of those present and voting shall constitute quorum. Informal meeting minutes will be kept and will be made available upon request by CAPAL/ACBES members.

Approved

Members and Composition

Membership in the committee includes up to ten CAPAL/ACBES members, one of whom shall serve as Chair. The Chair is a non-voting member of the Board of Directors by virtue of the position.

The Chair is recruited by the Nominating Committee and appointed by the Board of Directors for a two-year term. Committee members are recruited by the Chair with support from the Nominating Committee. Members can serve two consecutive terms. Chair or individual members can be removed by a resolution of the Board of Directors.

Meetings and Quorum

The Committee shall meet every month from December to May and during the annual CAPAL/ACBES conference. Additional meetings may be called by the Chair or any two committee members. A majority of those present and voting shall constitute quorum. Informal meeting minutes will be kept and be made available to CAPAL/ACBES members upon request. The Chair will report on the Committee's activities to the CAPAL/ACBES Board, at the annual general meeting as requested by the Board, and at other times as appropriate.

Approved by the CAPAL/ACBES Board: June 18, 2024