

SEAMO Governing

Executive Committee TERMS OF REFERENCE

1. Role

The Executive Committee acts as the facilitator for an effective Governing Committee.

2. Principal Functions

The Executive Committee:

- 2.1 organizes and coordinates the business of the Governing Committee, including the setting of the agenda and reviewing reports and minutes of committees;
- 2.2 identifies policy issues requiring study and resolution, and refers matters to committees to deal with or to formulate policy for consideration by the Governing Committee;
- 2.3 conducts specific Governing Committee functions as directed by the Governing Committee;
- 2.4 recommends policies to the Governing Committee; and
- 2.5 coordinates the orientation for Governors.

3. Responsibilities

The Executive Committee shall:

- 3.1 Exercise the full powers of the Governing Committee in all matters of urgency, reporting every action at the next meeting of the Governing Committee.
- 3.4 Promote the effectiveness and efficiency of the Governing Committee and its committees.

4. Reporting

The Executive Committee reports to the Governing Committee.

5. Membership

The Executive Committee comprises:

- 5.1 the Chair of the Governing Committee, who shall act as Chairperson,
- 5.2 a SEAMO Governor selected by CTAQ, with the right of an alternate to be selected from among the SEAMO Governing Committee,
- 5.3 a SEAMO Governor selected by the Joint Executive Committee, with the right of an alternate to be selected from among the Governing Committee,
- 5.4 the Chair of the Resources Committee
- 5.5 the Chair of the Deliverables Committee, and
- 5.6 the Chief Executive Officer.

. Term

Members are appointed annually by the Governing Committee.

7. Quorum

Any four members constitute a quorum.

8. Meetings

Meetings shall be held at least nine times per year, or more frequently at the call of the Chair.

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