

EXECUTIVE COMMITTEE JOB DESCRIPTION

Purpose: To act on behalf of the Board of Trustees as delineated in the MSSA Bylaws. This is a standing committee of the MSSA Board of Trustees according to Article V, Section 5.1 of the Assembly Bylaws and consists of the Board of Trustees officers.

Interactions: The Board of Trustees, General Manager.

Responsibilities:

1. To address issues facing the Board of Trustees when necessary.
2. To be knowledgeable of the Assembly Bylaws, Code of Regulations, financial structure, 501(c)(3) requirements, sub-leasing policy, and website.
3. To serve as Personnel Committee when necessary.
4. To treat Assembly information with the utmost confidentiality.
5. To evaluate the performance of the General Manager annually.
6. To serve as a conduit for communication between the membership and Board.
7. To advise the President regarding issues and actions facing the Board.

MSSA Bylaws, Article V, Section 5.2

The Executive Committee shall consist of the elected officers of the Assembly and shall have the authority of the Board of Trustees between any two out-of-season board meetings, except in matters requiring a majority vote of the Board, in which case the full Board of Trustees, meeting as provided herein, shall be convened. All actions taken by the Executive Committee since the previous meeting of the Board shall be reported to the Board within fifteen (15) days to be ratified at its next meeting and, upon ratification, shall be recorded in the minutes of the Board as actions of the Board of Trustees. Nothing herein shall prohibit the full Board of Trustees from meeting during the October 1-June 14 time period and acting upon such matters as it deems appropriate.

If the committee cannot meet in person, the chairman may send information to committee members by email; they reply directly and only to the chairman. Members should never 'reply to all.' For discussion or votes, conference calls can be arranged through the office. *Robert's Rules of Order* requires that in committee communication among members, every member must be able to hear every other member. Under certain circumstances, polls may be used.