

**Section: Committee Responsibility**

**Number: 102.8**

**Subject: Executive Committee**

**Date: Revised 01/02**

**Revised July 2007**

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**Roles & Responsibilities:**

1. The Executive Committee consists of the President, President-Elect, Immediate Past President, Treasurer and the Secretary.
2. Advises the President in the interim between BOD meetings of issues that require urgent decisions. The Executive Committee at the direction of the President may call a special meeting/vote as referenced by the Bylaws.
3. Reports its actions for ratification and approval of to the full BOD at the next regularly scheduled meeting.
4. Each member of the Executive Board shall be assigned to a board member as a resource and a channel for information.

Original 10/98

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