



VCPFA BOARD OF DIRECTORS' POLICY

No. 903

CHARTER, EXECUTIVE STEERING COMMITTEE

MISSION

The Executive Steering Committee shall exist to draw upon the experience and expertise of Executive Board members so broad goals and priorities may be established that align with and support the Executive Board's strategic vision for the advancement of the Association and its Membership.

COMPOSITION AND ORGANIZATION

The Executive Steering Committee shall be comprised of the Executive Directors to the VCPFA Board to include: The President; First Vice President, Labor Relations; Vice President Benefits; Vice President, PAC; Vice President, Charities; and the Secretary-Treasurer. The committee may also include other VCPFA members who may be appointed by the VCPFA President. The VCPFA President shall chair the committee. The President should appoint a sufficient number of additional committee members as necessary to successfully accomplish the mission set forth in this charter.

Committee members shall be allowed to serve on the committee until such time that they voluntarily withdraw their name or when, for good cause, the President revokes an individual appointment to the committee.

Directors of the VCPFA are encouraged to recruit such general members who may have a skill, knowledge base or interest in fulfilling the mission of this committee. Such recruited members shall be presented for consideration by the President at duly noticed Board of Directors meeting.

A quorum shall exist when a majority of committee members are present at duly announced meeting.

AUTHORITY AND RESPONSIBILITY

This committee has been established as a standing committee found in Article VII Section 2 of the VCPFA Bylaws and has been ratified as such by an election of the VCPFA Membership. This committee shall be subordinate to the VCPFA Board of Directors.

The responsibilities of the Executive Steering Committee shall be as follows:

- Establish a strategic vision for the advancement of the Association and the VCPFA Membership.
- Establish broad goals and priorities for the Association.
- Develop strategy to meet established goals.
- Create benchmarks to determine the success in meeting the goals.
- Effectively communicate the goals and priorities to the VCPFA Board and the Membership.
- Motivate the initiative of Board and General Members to lend efforts in realizing the strategic vision.
- Regularly reassess the virtue of the strategic vision and the Board's efficacy in meeting its goals.

MEETINGS

The Executive Steering Committee shall meet as often as reasonably necessary to accomplish the mission and fulfill the responsibilities herein. Given the nature of the 56-hour shift work schedule of most VCPFA members the Chair of the Executive Steering Committee may elect to hold committee meetings via teleconference, webinar or other practical means which affords at least quorum of committee members the opportunity to convene at a pre-arranged date and time.

As necessary, the committee will meet in a joint session with other committees regarding items of concern to both committees.

COMMITTEE DOCUMENTATION

The committee shall produce documents related to the conduct of its official business including but not limited to the following:

- Confidential committee meeting minutes
- Amendments to this charter