

2.4.i. Policy

EXECUTIVE COMMITTEE TERMS OF REFERENCE

Trust Council: March 12, 1994

A: PURPOSE:

1. To outline, further to the Standard Committee Terms of Reference, the specific roles and responsibilities of the Executive Committee in support of the Islands Trust's object, goals, objectives and policies.

B: REFERENCES:

1. Policy Manual:
 - 1.1. Council Committee System (2.3.i.)
 - 1.2. Meeting Procedures Bylaw No. 21 (2.2.iv.)

C: POLICY:

AREAS OF RESPONSIBILITIES

1. BYLAW APPROVAL

- 1.1. To consider **approval of all bylaws** based on compliance requirements with the Trust's object and Policy Statement.
- 1.2. To review and provide recommendations to Trust Council on all **Trust Council bylaws**.

2. TRUST COUNCIL

- 2.1. To work with the Chair in the preparation and facilitation of effective **Trust Council meetings** and to review and make recommendations on all Trust Council agenda items.
- 2.2. To serve as a **liaison between all Council Committees** and to coordinate inter-committee communication, follow up on Trust Council referrals and Committee submissions to Trust Council via the Executive Committee.
- 2.3. To assist Trustees, Council Committees, Local Trust Committees and the Executive Director in **resolving internal conflicts**.

- 2.4. To ensure the Islands Trust's legislative adherence with Trust bylaws, policies, procedures and guidelines, and relevant provincial and federal legislation.

3. LEGISLATION

- 3.1. To **monitor legislation** of the federal and provincial government through facilitating Trust input to relevant legislation proposals and the assessment of relevant new legislation.
- 3.2. To coordinate Council's **legislative amendment program** by maintaining a legislative change program of current and possible proposals recommending legislative changes to Trust Council.
- 3.3. To facilitate the development of **protocol agreements** with other agencies to maximize inter-agency cooperation to pursue the Trust's object.

4. POLICY DEVELOPMENT

- 4.1. To coordinate the Islands Trust **policy development program** and to review all policy matters presented to Council and to review all policy matters presented to Council.
- 4.2. To review and provide comment on management's **operational procedures** development.

5. ORGANIZATIONAL STRATEGIC PLANNING

- 5.1. To monitor the development and implementation of the Trust's **work program** function.
- 5.2. To coordinate the development, preparation and implementation of an **organizational strategic plan**.
- 5.3. To facilitate an ongoing **Trustee training** and orientation program.

6. COMMUNICATIONS

- 6.1. To coordinate an effective agency liaison with **external government, private and non-profit sector agencies**.
- 6.2. To coordinate an effective **public relations program** through the development of targeted public communication efforts.
- 6.3. To maximize effective **internal communications** by facilitating opportunities for Trustees, LTC's, Council Committees, Trust Council and staff consultation and information exchange and provision of services and resources.

7. TRUST FUND LIAISON

- 7.1. To facilitate **financing and service** arrangement by the Islands Trust to the Trust Fund program.
- 7.2. To facilitate **effective liaison** between the Trust Fund Board and other Islands Trust entities.

8. MANAGEMENT LIAISON

- 8.1. To **facilitate feedback** on the organization's and/or staff's performance via the Executive Director and monitor appropriate follow up action by management.
- 8.2. To coordinate recruitment, appraisal, discipline and/or termination actions associated with the **Executive Director** in consultation with Trust Council as required.
- 8.3. To review and provide input to Management's **operational procedures**, proposals, plans and issues.