

NEW BRUNSWICK HOSPICE PALLIATIVE CARE ASSOCIATION

Terms of Reference  
Executive of the Board Committee

**Authority:** This committee is accountable to the NBHPCA Board

**Purpose:**

To establish the business of the NBHPCA Board.

To ensure the goals and objectives are on track for moving the business of the NBHPCA forward.

**Function:**

To review action items, establish time lines and move items forward.

To raise issues of significance to the NBHPCA Board.

To review NBHPCA Board performance including members attendance at meetings.

**Membership:**

Directors can serve no more than 2 consecutive terms (each term shall be for 2 years). After 2 years, they shall be eligible for re-election (Bylaws 9.4; 9.5(b)).

The Executive of the Board shall consist of the President, Past President, Vice President, Secretary and Treasurer.

**Meetings:**

There will be 4 meetings per annum, held prior to each Board of Directors meeting and will occur either by teleconference or face to face.

Other meetings will be held as often as the business of the Association may require and shall be called by the President.

An agenda will be distributed prior to each meeting.

Minutes will be kept of all meetings and distributed within 10 working days of the past meeting date.

A report of the meeting will be presented at the next Board meeting.

**Quorum:**

No business shall be transacted at any meeting of the Association unless a quorum of members is present at the commencement of such businesses and such quorum shall consist of 1/3 of the members (Bylaw 8.5).

Developed and Approved by NBHPCA Executive of the Board  
Reviewed and Approved by the NBHPCA Board of Directors

February 26, 2018  
May 2, 2018