



EXECUTIVE COMMITTEE

ORIGIN:

This committee is neither a Standing Committee nor an “ad hoc” committee. It is identified in Article VIII, Section 3 of the MGCA Bylaws.

PURPOSE:

Functioning as a steering committee, the Executive Committee prioritizes issues for the full Board to address. Carries out the business and financial responsibilities of the Executive Committee. Has authority to make decisions between Board meetings in urgent and crisis circumstances. Ensures smooth management and operational practices are continuing between Board meetings.

MEMBERSHIP:

Per MGCA Bylaws, Article VIII, Section 10, “The Executive Committee consists of the President, Vice-President, Secretary, Treasurer, and Officer-at-Large.”

MEETINGS:

Meetings are normally called by the committee chair on an as-needed basis.

RESPONSIBILITIES:

The following responsibilities have traditionally been the exclusive purview of the Executive Committee.

- Rule enforcement actions (i.e., responsible for direct Member contact).
- Establish and maintain rental agreements for MGCA-owned property.
- Develop and recommend a strategic direction and plan for the MGCA.
- Interview and recommend the hiring and dismissal of MGCA employees.
- Establish wage and benefit recommendations for MGCA employees for approval by the Board.
- Draft/revise MGCA employee job descriptions for Board approval.
- Supervise MGCA office employee(s)
- Engage and oversee all professional services (including but not limited to legal, accounting, and insurance)
- Review complaints against members of the Board of Managers
- Steward the relationship with the Mt. Gretna United Methodist Church
- Steward relationships with other Mount Gretna communities and organizations
- Determine or recommend donations to community/charitable organizations

- In an emergency, if an emergency expenditure is not within budget and a quorum of the board cannot be convened, the Executive committee may approve the expenditure.
- Present (or submit in writing) a committee report at each regular meeting of the Board of Managers.

Specific responsibilities of Executive Committee members

- **President:** (ByLaws: Article VI, Section 25)
Presides over executive committee, Board meetings, and annual meetings,
Reviewing and signing contracts,
Setting agenda for the monthly meeting of the Board of Managers and the Annual Meeting,
Calling Special Meetings of the Board (ByLaws: Art V, Sec 6)
Overseeing all responses to Member communication addressed to the Board,
Hiring and dismissing employees following Board decision
- **Vice-President:** (ByLaws: Article VI, Section 26)
Assume responsibilities of the President when not available, where there is a conflict of interest, etc.,
Perform duties as assigned by the President,
Support the President in his/her duties.
- **Secretary:** (ByLaws: Article VI, Section 27)
Overseeing minutes of the Board of Managers meetings,
Fixing dates and times of Special Meetings (ByLaws: Article V, Section 6),
Providing required notice of every meeting of the membership (Annual, Special or Adjourned) (ByLaws: Article V, Section 8).
- **Treasurer:** (ByLaws: Article VI, Section 28)
Has historically chaired the Finance Committee,
Approves all expenditures,
Opens and closes bank accounts,
Maintains safe deposit box,
Seeks loans,
Presents monthly P&L,
Arranges for annual financial review,
Ensures all taxes are filed,
Presents financial review report to the MGCA,
Handles delinquent accounts,
Manages assessment payments including special needs,
Liaises with banks.
- **Officer-at-Large:** (Bylaws: Article VII, Section 8)
Shall serve on the Executive Committee to provide additional leadership in accomplishing the mission of the Board of Managers
Serve as Assistant Secretary in the absence or incapacity of the Secretary and shall perform all duties of the Secretary
Duties and responsibilities are not fixed but instead vary according to the needs of the Association and as directed by the President.

AUTHORITY:

The Executive Committee may act with the same authority as the full Board of Managers in between meetings in emergency and/or crisis situations. With notification to the full Board of the emergency and decision.

BUDGET:

This committee has a line item in the MGCA annual budget for operating expenses. The committee may spend these funds in accordance with Board approved spending constraints. As part of the annual budget process, the Committee chair must submit a budget request for approval.

The Chair is responsible for ensuring that expenditures do not exceed budgeted/allocated funds.

Dates:

Adoption: December 21, 2021
Revision: Policy: September 17, 2024
Rescission: