

Oregon Dental Hygienists' Association

Policy: **01-02 Executive Committee**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Executive Committee

Policy: The Executive Committee shall be responsible for the following:

- Dealing with urgent matters that cannot be accommodated by a full meeting of the Board of Directors.
- Overseeing daily operations of organization, in partnership with contracted professionals (i.e.: Association Manager/ Executive Director).
- Modifications to budget line items if the total budget is not exceeded for the year and if expense is in support of the BOD set goals and mission.
- Handling all personnel/contractor matters and making recommendations to the Board as needed.
- Negotiating contracts with professional services, including the Association Management and making recommendations to the Board as needed.

Procedure: The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, Past-President, The President shall act as chair.