

## **PPX Executive Committee Terms of Reference (Approved January 28, 2018)**

### ***Mandate***

To provide leadership and catalyze the PPX organization, through identifying its strengths and areas for improvement, so that PPX's mandate and mission are fulfilled, its health, capacity is sustained and enhanced, and its membership and reach continues to grow.

### ***Governance and Membership***

- Is accountable and the Chair reports to the PPX Board at Board meetings (standing agenda item)
- 2 to 5 members: Chair - President PPX; Vice- Chair - VP PPX; Treasurer; Past President (s) and Willow Group representative

### ***Scope of Work / Responsibilities***

- Develops approach and materials for annual PPX strategic planning and AGM meetings
- Provide guidance on PPX's budget and expenditures, including Exec. Director services
- Oversee implementation of PPX policies, including for financial management, Conflict of Interest, as well as Board Director recruitment and nominations processes
- Take decisions on behalf of PPX Board where timing and other circumstances require action outside of Board meetings
- Identify and recommend, policies, studies, reports, reviews, audits, evaluations as required related to PPX's mandate, governance, accountability/ delegation of authority, program effectiveness/efficiency, and administration
- Work within the budget (costs and revenues) as directed by the Board
- Review of the committee operations occurs every 2 years

### ***Critical Success Factors***

### ***Indicators of Success***

- Contributing to financial success in accordance with budget numbers
- Increased and expanded audience and attendance from prior year(s)
- Participant feedback on evaluation forms
- Board Director feedback

### ***Meetings***

- At least semi-annually; may be more frequent dependent on urgency of issues to be dealt with and Record of Decisions kept by Willow Group