

Executive Committee Charter

1. Committee Purpose: The EXCOM shall be responsible for the business and financial affairs of the Association. It shall ensure that the resolutions of the Board are properly administered and that actions requiring authorization between meetings of the BOD are authenticated and approved. The Committee shall meet at the call of the President and serve as advisory and administrative staff.
2. Duties:
 - Develop Board agendas
 - Provide timely counsel to the President
 - Meet before each BOD meeting and at other times as directed by the President or as requested by the Executive Director
 - Provide oversight of Board activities to include both standing and ad hoc committees
 - Coordinate AOC Headquarters staff activities and personnel matters with the Executive Director
3. Chair: AOC President
4. Members: President, Vice President/President-Elect, Secretary, Treasurer, International Representative, and Executive Director (non-voting member).
5. Staff Support: None
6. Required Financial Resources: None
7. Duration: Ongoing
8. Communication/Updates to BoD: All actions of the EXCOM shall be recorded and reported to the Board at their next regular meeting.
9. Participation by Non-Committee Members: Upon Request