

Policy Manual

Operational Policy

Operational Policy 02 (OP-02): Executive Terms of Reference

Adopted by: Board of Directors
Adopted on: March 25, 2009
Amended by: Board of Directors
Amended on: March 21, 2017

Summary:

This policy serves to outline the operations of the Executive in fulfilling its responsibilities as described in Bylaw XII.

Policy:

- I. The Executive shall:
 - a. Undertake any work delegated to it by policy of the Union;
 - b. Undertake any other work as directed by the Board of Directors;
- II. The agenda for meetings of the Executive shall be:
 - a. Call to order
 - b. Approval of the Agenda
 - c. Approval of the Minutes
 - d. Reports
 - e. Discussion
 - f. Old Business
 - g. New Business
 - h. Meeting Time
 - i. Adjournment