



1. ACCOUNTABILITY

The Executive Committee is accountable to the KIA Board and to Kitikmeot Beneficiaries of the Nunavut Land Claims Agreement.

2. SUMMARY

The Executive Committee is comprised of the President, 1st Vice-President and Vice-President Finance. The Executive Committee ensures the effective and efficient operations of the KIA organization through provision of advice and direction to and from the Executive Director. The Executive Committee acts on behalf of the Board between Board meetings.

3. ROLES AND RESPONSIBILITIES

The Executive Committee has following roles and responsibilities:

Governance

- 3.1 Acting on behalf of the Board between Board meetings with full authority of the Board
- 3.2 Providing leadership in the development and evaluation of the Board's mandate, mission, vision and on-going objectives on an annual basis
- 3.3 Reviewing and determining governance duties, procedures, policies, code of conduct and by-laws and where necessary and as required by the Board

Finance

- 3.4 Exercising spending authority as determined by the Board
- 3.5 Reviewing and approving project proposals including internal evaluations, special studies and investigations.

Human Resources

- 3.6 Providing leadership in defining roles, responsibilities and authority for Directors, President, 1st Vice-President, Vice-President Finance and Executive Director (&CEO)
- 3.7 With the Executive Director, identifying Board training needs including Director orientation programs to support roles and responsibilities of that position

- 3.8 Developing criteria for the assessment of individual Directors that will ensure performance recommendations are followed up
- 3.19 Administering the *Code of Conduct for KIA Directors of the Board*, including consultation and provision of recommendations to the President and/or Board as required
- 3.10 Reviewing and approving recommendations of the Executive Director concerning human resource management
- 3.11 Advertising, interviewing and selecting the Executive Director
- 3.12 Supervising and monitoring the performance of the Executive Director, including completing annual performance reviews and administering internal policy as it relates to the Executive Director

Operations

- 3.13 Providing the Executive Director advice and direction between Board meetings
- 3.14 With the Executive Director, providing information to the Board on operational issues during regular Board meetings
- 3.15 Undertaking assignments that may be referred to the Executive Committee by the Board
- 3.16 Assisting the President in setting dates for Board meetings if these have not been previously identified by the Board

External Relations

- 3.17 Ensuring the Board is represented at sudden, unforeseen, important regional or community events that are important to KIA as a Regional Inuit Organization