

## **Executive Committee Charter**

**AUSTRALIAN FOUNDATION FOR FOSTERING LEARNING IN THE  
PHILIPPINES INC.  
(Foundation)**

Approved by the Board: 29-9-2022

## Purpose

The purpose of the committee is to assist the Board carry out its responsibilities and functions and to provide a forum for the Chair of the Board to seek guidance between Board meetings where calling a special Board meeting is not warranted.

## Authority

The Committee has no delegated decision-making capacity other than adopting its minutes.

## Accountabilities

The Committee is accountable for assisting the Board to keep under review:

- the strategic direction of the organisation;
- the culture of the organisation;
- succession planning for directors;
- the adequacy of financial reporting to the Board; and
- the good governance of the organisation.

## Membership

The Committee will be comprised of the Chair of the Board, the Deputy Chair, the Secretary and the Treasurer.

The Chair of the Board will be the Chair of this Committee.

## Quorum

A quorum is three members in attendance.

## Meeting Frequency

The Committee will meet at least once between Board meetings.

## Attendance by Non-Members

Any Board Member may attend a meeting of the Committee.

## Reporting

The Committee will report regularly to the Board about its activities and make appropriate recommendations.

Minutes of meetings will be prepared and be available to Board Members.

## Review

The Committee will conduct an annual review of its performance. This review process will include a review of this Charter. These reviews will be completed by 31 March each year.