



## **Nikkei Cultural Society of Lethbridge and Area Executive Committee — Terms of Reference**

### **I. Name and Type of Committee**

- **Executive Committee** is a standing committee of the Nikkei Cultural Society of Lethbridge and Area (NCS)
- Executive Committee reports to the NCS Board of Directors (BoD)

### **II. General Purpose**

- Executive Committee oversees all administrative and financial matters relating to NCS

### **III. Key Responsibilities and Duties**

- Ensure that BoD meetings and Annual General Meetings occur in keeping with NCS bylaws
- Liaise with external organizations (NAJC, SAEA, Nikka Yuko Japanese Garden, BTSA, Consul General of Japan, U of L, etc.)
- Recruit and retain board members
- Recommend to the BoD policies governing financial, budgetary and investment matters
- Provide information on funding availability to other Committees and the BoD
- Review bylaws and bring forward any recommendations for change to the BoD
- Review and ensure a draft Annual Operating Budget is prepared for presentation to the BoD before December 31 of each year
- Review Financial Reports prior to presentation to the BoD
- Ensure compliance with Section 26 2(d) of the Societies Act of Alberta that Financial Statements be presented at the Society's Annual General Meeting
- Oversee AGLC Casino events and appoint a Casino Chairperson
- Ensure Casino funds are recorded and expended as per AGLC policy

### **IV. Composition and Appointments**

- Shall consist of the President, Vice-President, Secretary and Treasurer of the NCS, elected by membership at an Annual General Meeting
- Shall be chaired by the President of the NCS

### **V. Meetings**

- Shall be a minimum of two meetings per year including in-person and/or electronic
- The Committee shall meet for the following purposes:
  - A) Budget preparation
  - B) Policy development and review relating to financial responsibility of NCS
  - C) Any other BoD-approved matters related to finances

**VI. Reports**

- The Committee Chairperson, or assigned designate, shall provide a verbal report of significant Committee activities to the BoD during regular Board meetings
- An Agenda, Minutes and Financial Report will be circulated to all Directors prior to the BoD meeting
- An Agenda, Minutes, Financial and Committee Reports will be circulated at or before the AGM

**VII. Review and Evaluation**

- Committee Terms of Reference will be reviewed on an annual basis with any revisions to be submitted to the BoD for approval
- Review and Evaluation to be completed after AGM
- Ensure other Committee ToR's are reviewed annually and brought to the BoD for approval
- The Committee may make recommendations to the BoD for changes in the Committee Terms of Reference as needed

\_\_\_\_\_ President's Signature

\_\_\_\_\_ Treasurer's Signature

\_\_\_\_\_ Date