

Executive Committee Charter

1.0 Committee Objectives and Products

The Executive Committee works with the Executive Director to review the status of the Washington State Academy of Sciences and provide monthly guidance and input on the management of operations and external interactions of the Academy to ensure the organization meets its mission of “science in service of Washington State”. Committee focus areas may include project proposals, new business or other fund-raising initiatives, legislative, state agency or other external organization meetings, as well as any actions and management issues that have a significant impact on the future success of the Academy. Per the Academy By-Laws, the Board of Directors may assign other tasks to the Executive Committee.

2.0 Committee Structure and Procedures

The Executive Committee consists of all of the officers of the WSAS, including the President, President-Elect or Past-President, Treasurer, and Secretary, as well as the Executive Director. The elected officers of the Academy are automatically part of the committee, and rotate off the committee when their term as an officer ends. The Committee meets monthly for 1 hour to discuss events and issues from prior month and significant plans for the upcoming month, with an agenda prepared by the Executive Director and distributed prior to the meeting. The committee is “on-call” for any emergency decisions or actions that have a major impact on the Academy.

3.0 Committee Guidelines

All committee members must adhere to the [WSAS Code of Conduct](#) at all times.

4.0 Committee Meeting Schedule

The Executive Committee meets monthly on a schedule agreed to by its members. Additional meetings can be called if required to support the Academy’s Executive Director.