



## Purpose

The Executive Committee is the supervising body of CDA, conducting the business of the association when the board of trustees is not in session. The committee is vested with ensuring the relevance of the strategic plan, developing annual goals and conducting an annual evaluation of the CDA executive director and carrying out any duties assigned by the Board of Trustees.

## Primary Duties

- Carry out duties assigned by the CDA board.
- Ensure the relevance of the CDA strategic plan.
- Oversee the preparation of CDA board agendas.
- Develop annual goals and conduct an annual evaluation of the CDA executive director with a report to the board, including compensation recommendations.
- Develop annual goals and conduct an annual evaluation of the CDA editor with a report to the board.
- For position specific duties, refer to the CDA Bylaws, Chapter VI, Section 90

## Qualifications/Skills

- Extensive prior leadership experience in CDA, subsidiary or affiliate recommended.

## Time Requirements

- Committee meetings: Eight to ten annually
- Board meetings: Four two-day meetings annually, and one regularly scheduled conference call
- CDA House of Delegates, including special houses
- ADA House of Delegates: Six days annually, plus steering committee meetings
- Component visits: Four annually, with exception of president
- Council, committee and board meetings (as ex officio)
  - CDA PAC Board: Two to three meetings during election years, one during non-election years (president, immediate past president, executive director)
  - Finance Committee: Four meetings annually (president, president-elect, treasurer)
  - Foundation Board: Four to six meetings annually (secretary, executive director)
  - Government Affairs Council: Three to four meetings annually (president, president-elect, immediate past president, executive director)
  - CDAHCI Board: One meeting annually (president, treasurer, executive director)
  - TDIC/IS Board: Four meetings annually (vice president, treasurer, executive director)
  - TDSC Board: Four to eight meetings annually (secretary, treasurer, executive director)
- Conferences/events: Based on officer position

## Composition

The committee shall be comprised of the following members:

- President
- President-elect
- Vice president
- Secretary
- Treasurer
- Immediate past president
- Executive director
- Speaker
- Editor

The president shall serve as chair.

## Term/Tenure

The elected officers' term shall be one year or until successors are elected and installed by the house.

The treasurer and speaker term shall be two years. The tenure shall be three terms.