

NAMI INDIANA EXECUTIVE COMMITTEE COMMISSION

General Commission

The Executive Committee is commissioned by, and responsible to, the NAMI Indiana Board of Directors to function on behalf of the BOD in matters of emergency and in interim periods between regularly scheduled board meetings.

All actions taken by the Executive Committee on behalf of the BOD are to be ratified by the BOD at its first subsequent meeting.

The Executive Committee shall have additional responsibilities as identified by the bylaws and as assigned to it by future action of the BOD.

Committee Composition

- 1) The Executive Committee shall be composed of the officers of the corporation and one other member to be elected from and by the BOD. The Executive Committee shall exercise all powers of the BOD between meetings of the Board. All proceedings of the Executive Committee shall be reported to the Board at the next meeting of the BOD and shall be subject to review and revision by a majority vote of the BOD at such meeting.
- 2) Chairs of ad hoc committees may be appointed to the Executive Committee for the duration of their committee function.
- 3) The Board President shall be the chair of the Executive Committee.
- 4) The Executive Director is an ex-officio member of the committee, without vote.

Responsibilities

- 1) To respond to the call of the BOD President or Executive Director, for emergency meetings to deal with special issues between regular board meetings.
- 2) To coordinate the work of the standing and ad hoc committees, including recommendations on committee membership, committee commissions, strategic plan and evaluations.
- 3) To coordinate and monitor the strategic plan.
- 4) To function as the Personnel Committee by:
 - Hiring and evaluating the Executive Director
 - Serving in a consultant role to the Executive Director in personnel issues.
- 5) To assist in the planning, operation and evaluation of board meetings.
- 6) To assume special tasks and responsibilities not assigned to other standing or ad hoc committees.