



## Ronald McDonald House Charities of Madison, Inc. EXECUTIVE COMMITTEE (2022)

**Chair:** Nick Shutwell (Board President)

**Board Members:** Nick Shutwell (Board President), Jason Speich (Board Vice President), Kathy Kostrivas (Board Secretary), JoAnne Vaccaro (Board Treasurer)

**Ex officio Member(s):** Kelly Ruppel (Executive Director)

**Purpose:** The Executive Committee is a committee of the Board as established by Section 14(a) of the Bylaws:

*Executive or Other Committees of the Board with Limited Board Authority. The Board of Directors may by appropriate resolution designate one or more committees, each of which shall consist of three (3) or more Directors elected by the Board of Directors and whose Chair shall be a Director, which to the extent provided in such resolutions or in these By-Laws, shall have and may exercise, when the Board of Directors is not in session, the powers of the Board of Directors in the management of the affairs of the Corporation, except action with respect to election of officers and the formation of and the filling of vacancies in committees with limited board authority pursuant to this subsection. The Board of Directors may elect one or more Directors as alternate members of any such committee, who may take the place of any absent committee member or members at any meeting of such committee. The designation of such committee or committees and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility imposed upon the Board of Directors or any individual Director by law.*

**Membership Structure:** Three or more Board of Director members including, but not limited to the Board President, Vice President, Secretary, and Treasurer. Ex officio members can include the Executive Director and Past Board President, as necessary. The Committee will be chaired by the Board President. The Board may fill vacancies on the Committee or remove a Committee member, as deemed necessary.

**Meeting Schedule:** Monthly, typically the third Friday of the month from 8:00 - 9:00 am. In months coinciding with a full Board of Directors meeting, this meeting should typically occur on the preceding Friday.

### Major Responsibilities:

1. Act with full authority of the Board in between Board meetings and/or when urgency may be required.
2. Provide a sounding board to the Executive Director and serve as a source of ready advice on operating and personnel matters.
3. Advise and execute on decisions that operate within the budget and annual plan approved by the Board of Directors.
4. Committee members shall hold signatory authority for checks exceeding the limitations of the Executive Director.
5. Establish agenda items to be brought for review and/or approval by the full Board of Directors.
6. Monitor the performance of the Executive Director, conduct an annual performance and compensation review of the Executive Director, and establish performance goals for the subsequent year.
7. Unless the Committee otherwise directs, the Executive Director may attend all Committee meetings.

### Goals and Objectives for 2022

1. Review/monitor progress of 2022 Operating Plan.
2. Monitor successful kickoff of new Board Committees by April, 2022.
3. Monitor establishment of Board recruiting, nomination, and onboarding process by December, 2022.
4. Monitor creation of Board accountability system and that annual self-evaluations are complete by December, 2022.
5. Monitor successful completion of 3-5 year Strategic Plan by December, 2022.
6. Monitor successful completion of Draft Scorecard by December, 2022.

### Measures of Success

1. 3-5 year Strategic Plan completed by December annual meeting