



NEW YORK-NEW JERSEY TRAIL CONFERENCE

MANAGEMENT COMMITTEE CHARTER

Approved by the Board on July 31, 2018

Purpose

The Management Committee is established as a Committee of the Corporation to assist the Board Chair to develop the agendas for each Board meeting. The Committee does not speak for the Board or make decisions on behalf of the Board.

Responsibilities

1. Develop Board meeting agendas that take into consideration:
 - o Housekeeping and decision items
 - o The annual rhythms of the organization and planning cycle
 - o The needs of all Board Committees
 - o Executive session needs
2. Work with the Executive Director and Board Committee Chairs to seek input for the agendas.
3. Establish the annual Board calendar.
4. The Chair is responsible to ensure that the Committee's records such as meeting agendas, minutes, and various documents are archived on an on-going basis to maintain Board records.
5. The Committee is accountable to the Board.

Membership

1. The Board Chair is chair of the Management Committee.
2. The Committee shall consist of a minimum of 6 and a maximum of 8 members. The Committee members must include all Board Officers and the Audit Committee Chair.
3. The Committee may elect a Secretary and may elect other leaders from among its members.

Meetings

1. The Committee will meet in advance of each Board meeting at a time and location determined by the Committee Chair.
2. The Chair will convene the meetings, prepare meeting agendas, and work with members to set priorities.
3. The Chair may designate any Committee Member who is a Board member as the temporary Chair to facilitate a meeting.
4. A quorum will consist of a majority of all Committee Members present in person or by electronic means and a majority vote of such members so constituting a quorum shall be necessary for action on agenda items.