

# Dominican Development Group (DDG)

## Committee & Advisor Structure

### EXECUTIVE COMMITTEE

**Committee Title:** Executive Committee.

**Membership Requirements:** “The Executive Committee shall be composed of all officers.” (*Article VI, Section 1 – The Executive Committee, DDG Bylaws, October 18, 2012*). The officers of the Board are defined by the Bylaws as the President, the First Vice President, the Second Vice President, the Treasurer and the Secretary.” (*Article IV – Duties of Officers; DDG Bylaws, October 18, 2012*). The DDG Executive Director shall be an ex officio member of the Executive Committee except where matters pertaining to the Executive Director’s employment and performance are concerned.

#### **Responsibilities:**

- Conduct DDG business between Board meetings as required.
- Conduct an annual appraisal of the performance of the Executive Director subject to the approval of the Board.
- Develop a succession plan for the Executive Director position.
- Serve as an advisor to the Executive Director on matters pertaining to achieving strategic goals and important DDG objectives.
- Serve as a liaison and enhance communication between the Executive Director and the full Board.
- Keep a record of all official meetings of the Executive Committee and provide them to the entire Board in a timely manner, subject to HIPAA and HR national and Florida privacy laws and regulations.
- Comply with the DDG Bylaws.

#### **Authorities:**

- “The Executive Committee shall have and exercise the authority of the Board of Directors in the management of the business of the Corporation between meetings of the Board.” (*Article VI, Section; DDG Bylaws, October 2, 2002*).
- Review, approve or sunset projects submitted by the Projects Committee for approval of the full Board.
- Recruit and hire the Executive Director subject to the approval of the full Board.
- Establish the compensation package for the Executive Director subject to the approval of the full Board.
- Establish and sunset DDG committees and advisors of the DDG subject to approval of the Board.
- Appoint the leadership of the authorized committees and advisors of the DDG.
- Be the final authority for addressing serious organizational issues associated with DDG employees.
- Approve Board agendas proposed by the Executive Director.