



Executive Committee Decision Making Policy

Introduction

The ASCCP Executive Committee is a small group of board members that was created with the authority to act on behalf of the full board between meetings or in urgent situations. Per the bylaws, the Executive Committee shall consist of the President, Immediate Past-President, President-Elect, Treasurer, and Secretary. Should a vacancy in one of these roles arise, the remaining members of the Executive Committee shall advance to the new officer position in succession until the election can proceed at the next Members' Business Meeting. The exception is the office of the Immediate Past President; this shall remain vacant until the next election. Should the President resign or be removed for cause, the President Elect will assume the office of President for the remainder of the term, and would be eligible, if she/he desired, to stand for a second full term.

Guidelines for Executive Committee Decision Making

The Executive Committee has meetings during the year that are separate from the Board of Directors and are convened as needed by the president, typically monthly. The Executive Committee's actions are reported no later than the next meeting of the Board. The executive Committee has the responsibility to:

1. Act for the Board and make decisions on matters which:
 - a. Require action before the next Board meeting; or
 - b. Have been specifically delegated by the Board to the Executive Committee.

The Executive Committee will handle urgent issues, resolving any emergency or organizational crisis (such as loss of funding or the unexpected loss of the chief executive).

2. Act for the Board in the administration of established policies and programs, and make recommendations to the Board with respect to matters of policy and operations.
3. Review ASCCP activities and programs and recommend priorities.
4. Spearhead the development of the Strategic Plan.
 - a. Initiate the board's involvement in establishing a strategic framework or direction.
 - b. Establish final recommendations, for Board vote, for the Strategic Plan.
5. Conduct executive searches.



- a. Assume the lead in the search for a new chief executive officer.
 - b. Seek approval from the full board before hiring a new chief executive officer.
6. Perform bylaws duties.
- a. The Executive Committee and up to two other members of the Board shall make up the United States' delegation to the International Federation for Cervical Pathology and Colposcopy World Congress. The President may appoint other members as necessary to fill any vacancies in the delegation.
 - b. Determine if proposed bylaws amendment(s) need to happen prior to the next Business Meeting.

This policy has been reviewed, approved, and adopted by the Board of Directors on January 31, 2020