Adopted: March 15, 2026
Last Reviewed: March 15, 2026

Executive Committee - Terms of Reference

Purpose

These Terms of Reference establish the mandate and operating procedures of the Taekwondo Manitoba Executive Committee. The Executive Committee acts on behalf of the Board of Directors between scheduled Board meetings to address urgent organizational matters and ensure continuity of governance.

Composition

The Executive Committee shall consist of the following elected officers of the Taekwondo Manitoba Board of Directors:

- President
- Vice-President
- Secretary
- Treasurer

Chair Responsibilities

- **Meeting Leadership:** Chair all Executive Committee meetings and ensure decisions are documented and communicated to the full Board in a timely manner.
- **Organizational Oversight:** Monitor the day-to-day operations of Taekwondo Manitoba and escalate significant issues to the full Board.
- **Stakeholder Relations:** Act as the primary liaison between TM and external organizations including Sport Manitoba, Taekwondo Canada, and government bodies.

Committee Responsibilities

- **Urgent Decision-Making:** Address time-sensitive matters that cannot wait for the next scheduled Board meeting, within the authority delegated by the Board.
- **Financial Oversight:** Monitor adherence to the approved annual budget and flag any significant variances to the full Board.
- **Policy Implementation:** Ensure Board-approved policies are being implemented effectively across the organization.
- **Board Preparation:** Prepare agendas and supporting materials for full Board meetings.
- **Reporting:** Provide a summary of all Executive Committee decisions to the full Board at the next scheduled meeting.

Authority and Limitations

The Executive Committee may act on routine matters and urgent decisions within the scope of existing Board-approved policies and budgets. The Executive Committee does not have authority to approve new policies, amend existing policies, approve expenditures outside the approved budget, or make decisions reserved for the full Board under the TM Bylaws.

Committee Meeting Agenda Template

- **Call to Order & Roll Call**
- **Urgent Business:** Review and decision on any time-sensitive matters.
- **Financial Update:** Brief review of financial position and any budget variances.
- **Operational Updates:** Updates from staff or committee chairs on key operational matters.
- **Action Items & Adjournment**

Board Report Template

- **Submission Date:** [Prior to each scheduled Board meeting]
- **Decisions Made:** Summary of all decisions made by the Executive Committee since the last Board meeting.
- **Financial Summary:** High-level financial update including any notable variances from the approved budget.
- **Action Required from Board:** [Insert specific items requiring full Board approval or ratification]

Terms of Reference Review

These Terms of Reference will be reviewed every three years. Amendments must be approved by the Taekwondo Manitoba Board of Directors.

Approval

Approved by	Date Approved
Taekwondo Manitoba Board of Directors	March 15, 2026

Revision History

Date	Description of Changes	Approved By
March 15, 2026	Initial adoption	Taekwondo

		Manitoba Board of Directors