

## **Responsibilities of the Executive Committee**

The responsibilities of the ARC Executive Committee as outlined under Article II, Section F of the Bylaws of the Alliance of Rouge Communities adopted pursuant to Part 312, Watershed Alliances, Michigan Natural Resources and Environmental Protection Act as amended by Public Act 517 of 2004 are as follows:

- With the advice of the standing committees, provide oversight of the expenditure of ARC monies consistent with the approved annual budget by reviewing quarterly financial status reports prepared by the Finance Committee.
- Take those steps required to acquire the services of an ARC Executive Director, including approval of a compensation package consistent with annual budget of the ARC, other specific terms of employment, and a description of duties and responsibilities.
- Make provisions for other ARC support services consistent with the annual budget.
- Provide fiduciary services for the ARC including preparation of financial reports required by state law.
- Provide a forum for discussion and, if appropriate, make recommendations to resolve issues related to the management of the ARC brought to its attention by any member of the ARC.
- Assist the standing committees, the Organization Committee and any other special committees of the ARC in meeting their respective responsibilities.
- Maintain a written record of each Executive Committee meeting including, as a minimum, attendance, list of issues, and a record of decisions and recommendations.
- Take other actions that are consistent with the provisions of these Bylaws and direction provided by the ARC.