

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT: EXECUTIVE COMMITTEE

SECTION NO: 2.02.00

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EFFECTIVE DATE: 9/14/09

PURPOSE/APPLICATION: To define the roles and functions of the Kalamazoo County Transportation Authority (KCTA) Executive Committee

POLICY STATEMENT: The Executive Committee of the KCTA shall represent the KCTA Board and recommend decisions on behalf of the Board (with noted exceptions listed below). The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and Chair of the Budget Review Committee.

IMPLEMENTING PROCEDURES:

The Executive Committee shall have the following responsibilities:

- After seeking timely Board input establish agendas for Monthly Board meetings and Committee of the Whole meetings.
- Assist, advise and act as a sounding board for the Executive Director.
- Conduct the formal evaluation of the Executive Director.
- Receive, approve and bring to the full Board the annual goals of the Authority as developed by the Executive Director.
- Determine the process for the hiring and termination of the Executive Director and brings the process to the full board for approval.
- Lead the Board's Strategic Planning process.
- Work on special projects as assigned by the Board.

The Executive Committee shall have the following financial responsibilities:

- Reviewing Investment reports from the County Treasurer.
- Leading the annual KCTA budget development process.
- Oversee and recommend Board approval of capital expenditures of over \$50K.
- Receive quarterly financial reports from Executive Director.
- Oversee the bid process for services over \$75K.
- Quarterly reports to the KCTA Board.

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The Executive Committee will not have authority in reference to the following matters:

- **Adopting, amending or repealing Authority by-laws.**
- **Acting to hire or terminate the Executive Director without the consent of the majority of the Board.**
- **Changing the membership of or filling vacancies in the Executive Committee.**
- **Making final budget determinations.**

REFERENCES:

KCTA By-Laws

APPROVAL:

KCTA Chairperson

KCTA Secretary