

# **THE ROYAL INSTITUTION OF NAVAL ARCHITECTS**

## **THE EXECUTIVE COMMITTEE**

### **TERMS OF REFERENCE**

(Jan 2002)

#### **Purpose**

- The Executive Committee, under the direction of Council, will oversee the regular running of the Institution and provide guidance as necessary to the Chief Executive. It will also review the actions and output of other Standing Committees, and report on these activities to Council.
- The Executive Committee will act as the Audit Committee and assist the Trustees in carrying out their duties and responsibilities for the management of the Institution's finances. It will keep the financial position of the Institution under continuous review, approving the annual and long term budgets and considering proposals made by the Chief Executive for extraordinary expenditure and investment.
- The members of the Executive Committee who are members of Council shall be the Trustees of the Institution Benevolent Fund, and shall approve payments from that fund as required."

#### **Membership**

- The membership of the Executive Committee shall be:
  - The Chairman and Vice Chairman of Council.
  - The Treasurer.
  - The Chairmen of Standing Committees or delegated deputies.
  - The Chief Executive.
  - Other Council Members whom Council may see fit to nominate, up to a maximum of 4.
- Institution staff shall attend meetings or parts of meetings as appropriate to their duties.

#### **Meetings**

- The frequency of meetings shall be at least four meetings per year, and be adequate to undertake the purposes above.

- Committee meetings shall be chaired by the Chairman of Council, or in his absence the Vice Chairman or Treasurer.
- The quorum for a meeting shall be at least four Members of Council.

#### **Review of Terms of Reference**

- These Terms of Reference shall be reviewed and approved as necessary by Council at not more than five year intervals.

