



EXECUTIVE COMMITTEE 2019 CHARTER

The National Association of State Procurement Officials (NASPO) shall have an Executive Committee with the composition, oversight responsibility, authority and duties described in the NASPO bylaws and below.

STRATEGIC ALIGNMENT & AREA OF RESPONSIBILITY

The Executive Committee shall work in support of NASPO's strategic plan goal 4: *Build an exceptional professional public procurement association.*

Specifically, the Executive Committee of the Board of Directors shall provide direction for the affairs of NASPO in the interim between meetings of the full Board of Directors. The Executive Committee shall work within the approved policies and general strategy established by the Board.

COMPOSITION

As defined by the NASPO Bylaws, the Executive Committee shall be comprised of the officers of NASPO (the President, President-Elect, Immediate Past President, and Secretary/Treasurer). Executive Committee terms run concurrent with each NASPO officer's term.

MEETINGS

The NASPO Executive Committee shall meet on a schedule defined by the NASPO President.

AUTHORITY TO ACT

The Executive Committee shall be authorized to act within the following guidelines:

- The Executive Committee is authorized to make decisions on ongoing initiatives and provide guidance to the Chief Executive Officer between regular meetings of the Board of Directors.
- The Executive Committee is authorized to make urgent/special budgetary amendments and spending decisions on behalf of the Board up to \$25,000 per instance. All non-budgeted expenditures approved by the Executive Committee are subject to ratification by the Board of Directors during the next regularly scheduled Board call.

COMMUNICATION/REPORTING

The Executive Committee shall keep regular minutes of its meetings and shall report them to the Board of Directors at the next meeting of the Board.

MODIFICATION

This charter shall remain valid until the NASPO Board of Directors deems necessary to amend it by vote of the Board. Annual renewal is not required.