

**Prisoner Visitation and Support
Committee Charter - Draft
Executive Committee**

Purpose:

The Board of Prisoner and Visitation Support Committee (the “Corporation”) has authorized the Executive Committee (the “Committee”) to act on its behalf between Board meetings. The Committee shall also perform such further and additional duties as may from time to time be assigned to it by the Board.

Membership:

The Executive Committee shall be comprised of the Corporation’s Chair, Vice-Chair, Treasurer, and Secretary, at least two of whom must be Directors. The Board Chair will also serve as the Executive Committee Chair.

Authority:

The Corporation’s Board has authorized the Executive Committee to exercise and supplant all powers, duties, and authority of the Board between Board meetings. The Executive Committee must seek the Board’s confirmation for any and all actions the Committee takes on behalf of the Corporation at the subsequent Board meeting.

Any changes, revisions or modifications to this Executive Committee charter are ineffective unless expressly approved by the Board.

Responsibilities:

The Chair or any two Committee members may call meetings of the Executive Committee.

At least 75% of the Committee members shall constitute a quorum. Notwithstanding the foregoing, in the event one or more Committee member positions are vacant, then a quorum requires full attendance of all remaining Committee members. The Executive Committee may act only upon a supporting vote of at least 75% of its members present at a meeting at which a quorum is established.

The Committee Chair or a designee will maintain and keep a copy of Committee meeting minutes, which shall be made available to any and all Board members upon request.

The Committee may invite any Director, officer, staff member, expert or other advisor who is not a Member of the Committee to attend, but these individuals have no voting power.

Date of Board Approval of Charter: _____