

# EXECUTIVE COMMITTEE CHARTER

## ROLE

The role of the Executive Committee is to:

- Advise management of Workforce Florida;
- Review the current governance structure and guide the efforts of the Board to enhance or modify the present governance structure of the Board;
- Identify alliances and cooperative partners and seek opportunities for private-sector investment in Workforce Florida or the workforce system; and
- Support the Board-approved Legislative Committee proposals.

As assigned by the Board, the Executive Committee may assume any of the Board's duties except that the Board may not delegate the authority to take action that requires approval by a majority of the entire Board of Directors.

## MEMBERSHIP

The Executive Committee shall consist of the Chair and at least six additional board members, one of whom must be a representative of organized labor. All members of the Executive Committee are selected by the Chair.

## OPERATIONS

The Executive Committee will meet during the months when there is no board meeting. Additional meetings may occur as the Chair deems advisable. The Committee will keep adequate minutes of all its proceedings, and will report its actions at the next meeting of the board utilizing a consent agenda process whenever possible. The Committee members will be furnished with copies of the minutes of each meeting. The Committee will be governed by the same rules regarding meetings (including meetings by teleconference or similar communications equipment) as are applicable to the Board.

## AUTHORITY

The Executive Committee has the authority assigned to it by the Workforce Florida Board of Directors. In coordination with the President/CEO it will have the resources and authority necessary to discharge its duties and responsibilities. The Board Chair serves as the Chair of the Executive Committee.



## RESPONSIBILITIES

The principal responsibilities and functions of the Executive Committee are as follows:

- Complete the consent agenda for Board meetings;
- Maintain Workforce Florida's focus on its mission of improving Florida's workforce development foundations;
- Review and advise management on major operational activities;
- Identify workforce development issues for in-depth review by the full Board; and
- Provide Board meeting agenda guidance for consideration by the Chair.

All Executive Committee decisions are scheduled to be ratified at the next Board meeting.

## STAFF SUPPORT

The Executive Committee is assisted by the Operations Unit. Primary staff contacts for the Council are:

**Larry Champion**, *Executive Vice President for Operations and CFO*

Phone: 850.414.8298

Email: [lchampion@workforceflorida.com](mailto:lchampion@workforceflorida.com)

**Jay Barber**, *General Counsel*

Phone: 850.414.8300

Email: [jbarber@workforceflorida.com](mailto:jbarber@workforceflorida.com)

