



## ASSOCIATION OF MODIFIED ASPHALT PRODUCERS EXECUTIVE COMMITTEE CHARTER

The Executive Committee Charter (this “**Charter**”) sets forth the purpose and membership requirements of the Executive Committee (the “**Committee**”) of the Association of Modified Asphalt Producers (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Governing Body.

### **Authority and Statement of Purpose**

The role of the Committee plays four important functions within the Board of Directors.

1. **Decision-Making:** The committee is empowered to make decisions on behalf of the board between regular board meetings. This allows the Association to respond quickly to important issues or opportunities without waiting for the next board meeting or a full board vote.
2. **Efficiency:** The committee can handle routine matters or issues that do not require the attention of the full board, freeing up the board's time to focus on more strategic or high-level matters.
3. **Continuity:** The committee provides continuity in leadership, especially during transitions or periods when the full board may not be available. This ensures that the organization can continue to function smoothly even if the full board is not actively engaged.
4. **Coordination:** The executive committee can help coordinate the activities of the board ensuring that the organization's overall goals and strategies are being effectively pursued.

### **Membership**

The Committee election and terms are outlined in the Association by-laws.

### **Meetings**

The Committee shall meet at least three (3) times a year. All Committee members will be notified no less than 14 days prior to the meeting date unless an emergency meeting is called where a 24-hour notice is required. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. A quorum (60% attendance) will be required for all voting matters and may be done electronically (i.e. email, poll, etc.) if the attendance at the meeting does not allow it. The Committee shall conduct meetings in accordance with the established meetings and anti-trust policy statements.

### **Performance Evaluation**

The Committee Chair, in conjunction with the Board of Directors, shall conduct an annual evaluation of the Committee's performance. The Committee shall review and reassess this Charter periodically and recommend to the Board of Directors any improvements to this Charter that it considers necessary or appropriate. The Association's Governing Body will approve the Committee Charter and any subsequent changes.

Approved by (President):

Signature: Tanya Nash

Name: Tanya Nash

Title: President

Date: June 17, 2024

Approved by (Executive Director)

Signature: [Handwritten Signature]

Name: Richard Church

Title: Executive Director

Date: 6/17/24