

**Community Services Associates, Inc. (CSA)**  
**Executive Committee**  
Charter 2021

**1. Purpose:**

- The Executive Committee shall meet upon request by any of its members and shall have a written statement of responsibilities and authorities that is approved by the CSA Board annually;
- The Executive Committee can establish special groups as deemed necessary, or appropriate to support Executive Committee responsibilities.

**2. Responsibilities:**

- Sets and establishes the meetings for the Board;
- Sets and establishes the agenda for the Board meetings;
- Assists the Board and staff with issues regarding CSA;
- Reviews and advises CSA President on all contracts, personnel and legal matters.

**3. Required Membership:**

- Chair
- Vice Chair
- Treasurer
- Secretary
- At-Large Member of the Board

**4. The Committee Does Not:**

- Authorize distributions;
- Approve or recommend to members dissolutions, merger, or the sale, pledge, or transfer of all or substantially all of the corporation's assets;
- Select, appoint, or remove Directors or fill vacancies on the Board or on any of its Committees;
- Adopt, amend or repeal the Articles or Bylaws.

Approved, CSA Board of Directors, February 23, 2021.



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Carolyn Adams  
Secretary, CSA Board of Directors