



GLOBAL ROUNDTABLE FOR SUSTAINABLE BEEF

GRSB EXECUTIVE COMMITTEE

COMPOSITION:

The GRSB Executive Committee consists of five (5) members:

President
Vice President (President-elect)
Secretary/Treasurer
Two (2) members-at-large.

Nominations to the Executive Committee are made by the membership at large and any member in good standing may be nominated. It is not required that an individual's member organization holds a seat on the Board of Directors to be eligible. Unlike the Board of Directors upon which the members are member organizations; the Executive Committee is comprised of individuals who hold the seat.

The Board of Directors elects the Executive Committee. This election is typically held at a Board Meeting held during the 4th Quarter of the year with the term of office to begin on January 1st of the following year.

A candidate may stand for more than one office, but may only hold one office.

Terms of the Executive Committee are structured to ensure overlap and continuity of leadership. Members of the Executive Committee may serve up to two (2) consecutive terms in any one position on the Committee. Terms are two (2) years, except for President and Vice President who serve a one-year term, with possibility of re-election for another one-year term.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

PRIMARY FUNCTION:

The primary function of GRSB's Executive Committee is to focus on the business of the GRSB organization while the Board of Directors works on the business of sustainability. The composition of the Executive Committee should be representative of the organization as much as possible such that the various constituency groups and regions are represented.

The time requirements for a GRSB Executive Committee member include attending the two scheduled physical meetings each year; one is held in conjunction with the Annual General Assembly meeting held during the 4th quarter, and the other, mid-year meeting, held during the 2nd quarter of the year. In addition, an Executive Committee member is expected to participate in monthly teleconference meetings of the Executive Committee held on the 2nd Monday of each month.

In addition, the President, Vice President, and Secretary/Treasurer, being members of the GRSB Board of Directors, are expected to attend and participate in all scheduled Board meetings as well. Teleconference meetings of the Board are held on the 4th Wednesday of the month in addition to the two physical meetings in the spring and fall.

The operation of a global organization that represents the beef value chain requires that its Executive Committee be skilled in the areas of finance, budgeting, membership engagement, and communication. The Board of Directors elects suitably qualified candidates to the Executive Committee. The Board should be satisfied that candidates for President have served in a leadership role within GRSB or a regional roundtable, or other suitable leadership roles, prior to election.

TASKS AND RESPONSIBILITIES:

The **President** of the Executive Committee chairs the meetings of the General Assembly, Board of Directors and the Executive Committee, including preparation of the agenda with the Executive Director, opening, calling to order and closing of sessions. The President oversees all voting processes and represents the Board of Directors and the GRSB at all times. The President serves a 1-year term.

The **Vice President** assists the President or stands in to perform the President's duties in the President's absence. The Vice President is considered the President-Elect and ascends to President at the end of the President's term; however the President has the option of standing for one additional one-year term. The Vice President serves a 1-year term.

The **Secretary/Treasurer** is a combined position and is responsible for reviewing the meeting minutes prepared by the Staff and delivering them to the Executive Committee and Board of Directors, and is responsible for the financial accounting of the GRSB. The Treasurer monitors the bookkeeping; including all bank accounts, incomes and expenses. The Treasurer oversees the preparation and presentation of the annual financial report or any additional information requested by the independent auditor. The Treasurer delegates the day-to-day management of GRSB accounts to the Executive Director. The Secretary/Treasurer serves a 2-year term.

(The President, Vice President and Secretary/Treasurer are non-voting members of the Board of Directors; however in the event of a tied vote of the Board, the President may vote to break that tie.)

The **Members-at-Large** do not have specific duties and are in place to provide input and representation of the GRSB membership. They are voting members of the Executive Committee and expected to attend all meetings of the Executive Committee. The Members-at-Large serve a 2-year term.

The Executive Committee works closely with the Administrative Staff and holds the Executive Director accountable. They also endorse the rest of the GRSB Staff who are recruited by and accountable to the GRSB Executive Director.

In electing the Executive Committee the members shall strive to achieve balanced representation of the membership. The members of the Executive Committee are not remunerated but may be reimbursed for expenses incurred directly related to their duties.

2019 ELECTION PROCESS

The 2019 GRSB Executive Committee will be elected by the 2019 Board of Directors during a special Board teleconference during November 2018.

The following process will be used for the 2019 elections:

1. The GRSB Administrative Staff will inform all members that nominations are being sought for positions on the GRSB Executive Committee. Individuals who are nominated must be affiliated with a GRSB member in good standing. Any individual may be nominated regardless of the individual's member organization holding a seat on the Board of Directors.
2. Candidates may be nominated for more than one position on the Executive Committee; however may only be elected to and hold one office. It is desirable that candidates have experience in associations, sustainability, and/or a sustainability roundtable.
3. Nominations will be solicited via electronic means prior to the November 2018 conference call meeting. Candidates will be asked to provide a brief biography, including leadership positions in other organizations, and staff will provide this information to the members of the Board prior to voting.
4. Nominations may also be received from the floor during the November Board conference call.
5. Voting will be facilitated by the GRSB Director of Administration and shall be accomplished through an electronic ballot.
6. 2019 Board members in good standing will vote for candidates for the offices of President, Vice President, and one (1) Member-at-Large, in that order. The election for each office shall be completed before moving to the next office.
7. In the event of a tied-vote, a runoff election shall be conducted among the two candidates who have received the most votes.
8. 2019 Terms of office will begin on January 1, 2019.
9. This process may be amended as determined by the Board of Directors.
10. In order to maintain a staggered rotation on the Executive Committee, the following chart will be used to determine those positions that will be up for election in the coming years:

Executive Committee	2015	2016	2017	2018	2019
President	Forrest Roberts	Dennis Laycraft	Dennis Laycraft	Nicole Johnson-Hoffman	Election
Vice President	Marcello Secco	Carlos Saviani	Nicole Johnson-Hoffman	Leon Mol	Election
Secretary-Treasurer	Roger Cady	Roger Cady	Carlos Saviani	Carlos Saviani	Election
At-Large	Carlos Saviani	Cameron Bruett	Cameron Bruett	Cameron Bruett	Election
At-Large	Larry Stewart	Larry Stewart	Ignacio Blanco-Traba	Ignacio Blanco-Traba Lucas McKelvie (to complete term)	Election