

## **THE EXECUTIVE COMMITTEE** **A Key Player for Board Success**

The ExCom is the organizational cabinet of executives accountable to the CEO for collective executive decisions and assignments.

### **Why do organizations need an ExCom?**

- To ensure that different organizational functions are aligned to achieve the organization's strategy.
- To enable a structured process for internal organizational communication and board communication.
- To integrate a formal process for collaborative decision making at the execution level, which serves as the basis for executing board decisions.

### **Which positions are represented in the ExCom?**

The CEOs and Department Heads of Sales, Marketing, HR, Finance, Supply Chain, Manufacturing, and IT. Other Department Heads could be added or removed from this list, depending on the company, and the contribution of each department in the business's overall strategy.

### **What are the roles and responsibilities of the ExCom?**

- To manage the implementation of the actions identified by the Internal Auditor.
- To monitor the overall working environment and to maintain a healthy working culture.
- To plan and monitor the progress on the C-1 succession plans.
- To execute the company's strategy.

### **What is the structure of the ExCom?**

The ExCom is led by the CEO, who reports to the Board of Directors, making him the link between both sides. The ExCom, also, makes operational decisions, which are relayed through each department head to be executed by the respective departments.

## What are the barriers to effective Executive Committees?

Poor reporting leads to lack of information, which ultimately leads to tackling issues that are not of fundamental significance. Some board meetings discuss urgent matters rather than important business missions, which is a result of a lack of a structured agenda and might cripple the long-term success and stability of the organization. The use of uncalculated decision-making mechanisms might be difficult to monitor due to their unstructured or immeasurable nature.

## Tips for Effective Executive Committee Meetings

- Focus on decisions, not on discussions, in a timely manner.
- Measure the real value of every topic on the agenda and prioritize it accordingly. Remember the Board is waiting.
- Lay realistic choices on the table.
- Adopt common decision-making standards and procedures.
- Affirm the decisions being made.

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*An Executive Committee is a vital part of the business; it creates structure, balance, continuous monitoring and progress. It is of great importance to choose the most suitable candidates for the positions listed in the Executive Committee.*

*To ensure impact, each member of the committee should know their role and responsibility to be able to cascade the right messages and actions to the internal organization effectively.*

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