Responsibilities of the EC

The Executive Committee (EC) of CIG oversees the administrative affairs of the organization receiving input from the community and committees of the organization. In executing this responsibility, the EC is charged with the following roles:

- Appointing the Director
- Supporting the PI and Director with the administration of the organization as needed (e.g., infrastructure, personnel), especially during transitions. This support can include:
    - Representing the organization at and providing updates on workshops,
    - Assisting on ad hoc requests
    - Advising on CIG Headquarters operations such as
        - major budget changes,
        - major changes in scope, and
        - staffing
    - Ensure and help with retaining and creating records of the organizations such as minutes, agendas, reports, presentations etc.
- Creating and disbanding *ad hoc* committees such as for meetings, workshops, nominations, proposal writing and other business of the organization. Current Working Groups are *ad hoc* committees of the organization.
- In a general oversight role, receiving and reviewing annually information from the SSC regarding activities relating to software, subawards, and other responsibilities of the SSC. Provide feedback to SSC as warranted.
- Communicate to the community on issues and activities of the organization, such as through a one-page written summary prior to the Annual Business Meeting.
- Formulate, review, and approve policies that govern the activities of the organization.

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