

Committees

Executive Committee

The Executive Committee shall be composed of the President (Chair of Executive Committee), Vice President, Secretary, Treasurer.

The Executive Committee is empowered to:

- a. Act for the Board on emergency or routine matters in the interim between Board meetings.
- b. Directly hires, supervises, evaluates and dismisses the Executive Director.
- c. Insure continuance of day-to-day operation of Center in absence of Executive Director.

Personnel

- a. Develops, review and monitors Center's Personnel Policy.
- b. Recruits, identify interviews and makes recommendation to the Board of Directors perspective Board members.
- c. Prepares nomination list of perspective officers for December meetings each year.
- d. Recommends to the Board the amount and type of annual staff pay raises.

Planning

- a. Monitors, reviews and reports to the Board data on consumer services
- b. Monitors and reports to the board progress of the Center's strategic plan
- c. Investigates grants, business ventures, fee for services and other revenue sources and makes recommendation for such to the Board
- d. Program Development

Finance and Audit

- a. Develop and monitor annual budget for the Corporation
- b. Approve grant and contract budgets and modifications
- c. Recommends to the Board staff benefits packages (i.e. insurance, retirement, plans etc.)
- d. Reviews monthly budget reports and recommends approval to the Board
- e. Provides the Board with annual financial report.

Facility

- a. Develop a plan for meeting building maintenance costs
- b. Review monthly building updates (repairs, utilities, fire inspections, problems)
- c. Develop on-going plans (for expansion, furnishings,
- d. Respond to space needs of building (remodeling)

Consumer Development Fund (no longer active)

- a. Reviews and approves applications for funding.

MAPC (this has been enveloped into the finance committee)

- a. Oversee new program development
- b. Oversee contract generations, procedures, and modifications in support of new program(s)
- c. Recommend to the Board of directors any staffing requirements as a result of implementing new program(s)

Committee and Meeting Time Preference

Please complete the following regarding your preference in selecting a committee. Descriptions of committees are included on the attached page. If you do not make a committee choice you will be assigned where needed.

Name _____

1st choice _____

2nd choice _____

Are you willing to be on a 2nd committee? If yes which one?

Preferred Meeting Day(s) for Meetings

Preferred Meeting Time(s)

___ Monday

___ 8:00 – 10:00

___ Tuesday

___ 10:00 – 12:00

___ Wednesday

___ 12:00 – 2:00

___ Thursday

___ 1:00 – 3:00

___ Friday

___ 7:00 – 9:00

Please return as soon as possible.

Thank you.