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| **DRC Meeting and Committee Composition 2021-22**  **New Board Meetings: 3rd Wednesday of each month: begins July 21, 2021**  **Committee Expectations:**   * Determine meeting times mutually agreeable for committee membership and Executive Director * Committees receive and provide direction from Strategic Plan and the Executive Committee * Chair Responsibilities: Understands committee’s purpose and roles/tasks; Develop Agenda; Facilitate Meeting; Record Minutes; Establish Membership--Volunteers? Staff? Board Chair meets with Committee Chairs to support, set schedule and membership. * Committees generate necessary agenda items for board meeting and retreats to further strategic goals. | | | | | | |
| **DRC**  **Committees** | **Executive** | **Strategic Planning** | **Board Development** | **Community Engagement** | **Policies** | **Finance** |
| **:**  **Meeting Times**  **Frequency** | **Monthly**  2nd Wednesdays  5:30 – 7:00 pm  *12 mtgs/year* | **E/O Month**  1st Wednesdays  5:30 – 7:00 pm   * August * October * December * February * April * June | **Monthly**  1st Fridays  8:00-9:00 am  *12/year* | **5x/year**  4th Tuesdays  5:30 – 7:00 pm   * September * November * January * March * June | **3x/year**  4th Wednesday  5:30 – 7:00 pm   * January * May * October | **Quarterly**  2nd Thursday  4:00-5:00 pm   * August * November * February * May |
| **Committee**  **Membership** | Mickey Lahmann (Chair)  Deborah Jayne (VP)  Mary Sue Wilson (Sec)  Curt Gavigan (T)  Mary Barrett (PP)  Jody Suhrbier | Deborah Jayne  (VP Chair)  Bob Butts  Julie Watson  Curt Gavigan  John Skinder  Jody Suhrbier | Bob Butts (Chair)  Matt Gerard  Curt Gavigan  Waeni Mutisya-Bacon  Mickey Lahmann  Mary Galvez\*  Jody Suhrbier | Julie Watson  (Chair)  Joe Sanders\*  Kevin Partlow  Matt Gerard  Waeni Mutisya-Bacon  Mickey Lahmann | Mary Sue Wilson (Chair)  Mary Barrett  John Skinder  Mickey Lahmann  Jennifer Person\*  Jody Suhrbier | Curt Gavigan (Chair)  Kevin Partlow  Alicia Varvaro  Jennifer Miller\*  Diane Perry\*  Jody Suhrbier |

\*volunteer, former board member, staff

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| **PURPOSE** | * Developing the capacity of the board to operate effectively. * Annually review all committees’ duties and responsibilities * Examines all the financial affairs * Evaluate the performance of the ED * Set agenda for meetings and retreats. * Succession planning | * Proposes strategic direction including the development of a three-to-five-year strategic plan with measurable   goals and time targets.   * Seeks input from staff, board and volunteers * Monitors the evidence of progress toward and adjust plan as needed | * Conduct annual board assessment and proposes goals * Support success of board members * Board member recruitment, analysis and inventory * Board Orientation * Diversity, Inclusion, Equity and Access Focus * Volunteer Recognition Program | * Supports the development and implementation of resource development strategies including fundraising and community outreach. Fundraising/Development and Outreach * Annual Toast activities: themes, keynotes, recognition * Peacekeeper Award process * Supports Capacity Building   Campaign | * Review and update all board and employee policies and practices | * Develop and maintain systems and processes for fiduciary accountability * In-depth Review financial and investment accounts * IRS 990 review * Conduct financial audit process on scheduled basis |