|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DRC Meeting and Committee Composition 2021-22**  **Board Meetings: 3rd Wednesday of each month**  **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**  **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** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |