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| **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.
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| **DRC****Committees** | **Executive** | **Strategic Planning** | **Board Development** | **Community Engagement** | **Policies** | **Finance** |
| **Meeting Times****Frequency** | **Monthly**2nd Wednesdays5:30 – 7:00 pm*12 mtgs/year* | **E/O Month**1st Wednesdays5:30 – 7:00 pm* August, October
* December, February
* April, June
 | **Monthly**1st Fridays8:00-9:00 am *12/year* | **5x/year**4th Tuesdays5:30 – 7:00 pm* September, November
* January, March
* June
 | **3x/year**4th Wednesday5:30 – 7:00 pm* January
* May
* October
 | **Quarterly**2nd Thursday4:00-5:00 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** |

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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
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