

2015 COMMITTEE ASSIGNMENTS

The following are committee descriptions and proposed slates of committee assignments. Action Request is to accept, after nomination, comment and correction, the proposed slate.

EXECUTIVE COMMITTEE – Includes Policy and Procedure, Governance Committees

Scott Schmidt, President

Chad Perrine, Vice President

Mike Way, Treasurer

Maleana Annabel, Secretary

This committee is made up of officers of the board. This committee may meet two weeks prior to the board meeting to establish NEW BUSINESS agenda items - as needed. (Agenda's usually are determined by events during the month.) The Executive Committee establishes a need for other committee's to convene and work on a project. The Executive Committee also addresses issues of policy and procedure; such as re-writing or updating the personnel handbook, program and admission criteria statements. This committee also handles the investigation of more sensitive issues such as external conflict, Corporate Compliance and HIPAA violations and decides how to address such occurrences. This committee works with the other two committees by receiving proposed action items such as contracts proposed by the Nominating/Personnel/Contract Committee and Personnel Handbook changes by the Nominating/Personnel/Contract Committee.

FINANCIAL COMMITTEE – Includes Building and Grounds Committees

Mike Way, Chair

William Davis

Lonnie Robinson

This committee investigates and proposes capital expenditures to the board on an as-needed basis. Financial includes Building and Grounds due to the relationship between need and expense. Following is a list of areas covered by this committee:

1. Building Renovations
2. Building Inspection
3. Building Upkeep
4. Major Furniture and Equipment (all capital purchases)
5. Community outreach – financial issues i.e., funding raising topics
 - a. Developing brochures and other media
 - b. Direct Mailings
 - c. grants

The Executive Director is given the responsibility to oversee and coordinate the above topics; therefore, is an ad-hoc member of this committee and will work with the committee to accomplish goals.

Committee Job Description:

1. The committee reviews on an annual basis systems of financial management and related policies and appropriate accountability.
2. The committee assures that an independent audit of all financial aspects of the Organization is conducted annually by qualified personnel and reported to the full board in a timely fashion.
3. The committee reviews proposals for capital expenditures, program development or expansion, and makes recommendations to the full board prior to final action by the board.
4. Provides training opportunities for the Board of Director regarding the organization's financial processes and reporting mechanisms.
5. Appoints an "Audit Committee" to oversee annual external financial audit, including selection and rotation of the lead auditor, presenting the final audit to the board for approval and ensuring appropriate financial

controls are in place. The Audit Committee will have at least one “financial expert”, and none of its members will be paid by LifeSpan.

This committee may review purchase goals and set priority guidelines. The committee may also work with the Board Treasurer to review monthly expenditures and develop a spending and savings plan.

BOARD DEVELOPMENT AND PLANNING COMMITTEE – includes Personnel, Contract and Nominating Committee

Anne Fleming, Chair

Pat Macomber
Chad Perrine
Patty Seagram
Steve Idema

This committee promotes healthy board structure by filtering board candidates for a cross-section of skills, which will contribute to the positive function of the board. The nominees should be a fair representation of the community; people served by LIFESPAN and LIFESPAN responsibilities. The following is a grouping of board representation areas:

1. Consumer or consumer representative, such as a parent or guardian
2. Home ownership and upkeep
3. Community relations - local business - state relations
4. Administrative Skills
5. Human Service Experience
6. Technical Expertise
7. Real Estate
8. Law
9. Banking/Mortgage/Accounting
10. Other categories which promote good policy making

This committee provides opportunities for board orientation, staff training and personnel policy changes. This committee may develop community seminars, outreach and other events not directly related to fundraising; such as an event to celebrate a program’s twenty-year anniversary. This committee is also responsible for facilitating Board Futuring and Strategic Planning Sessions. Current Job Description:

1. Committee members are responsible for assuring that the LIFESPAN Board has an effective board member recruitment, selection and development process.
2. Committee members will participate in identifying, recruiting and selecting new members
3. Committee members will service as mentors for new Board members
4. The committee is responsible for supporting continued growth and development of individual Board members by conducting and annual member evaluation
5. The committee is responsible for initiating, organizing and executing periodic strategic planning sessions.

The Board President and Executive Director are ad hoc committee members to all committees and may or may not participate, as circumstances dictate.