

SCLS Committee Outline

Executive Committee

1. Establish all committees' outlines for plans
2. Interpret plans as requested for committees

Advocacy

1. Committee chair responsible for staying current with advocacy opportunities and bringing to the Board any recommendation actions for the Board, committee or individual so take action
 - a. Create templates, talking points, contact lists or maps as necessary
 - b. Expected to assign tasks as needed to committee members
2. Standing Board agenda report to discuss the information above
3. The committee should expect to meet 4-6 times

Budget and Finance (will meet in conjunction with Personnel for staff compensation discussions)

1. Meet four times a year to review actuals and budget at a more detailed level than covered in Board meetings
Jun. – Midyear review; Aug. or Sept. – Annual budget review
2. Act as resource for HR and Finance Coordinator to discuss ideas on how to communicate financial information to Board
3. Reviews and approves other policies related to the budget as necessary.

Bylaws

1. Review of bylaws
2. Chair of committee to be bylaws and statute expert in Board meetings and to interpret Board actions or decisions into appropriate revisions (is our discussion affected by or does it affect by-laws?)
3. The committee should expect to meet at least 1 time

Personnel

1. Establish consistent timeline to be followed for Director's goals, review and pay raises. Should be coordinated with Director and HR & Finance Coordinator
2. Establish process for consistent documentation (goals, reviews and salary increases)
3. Set Director's goals, perform review and document the same
4. Review of handbook when need
5. The committee should expect to meet at least 4 times