

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. Select SCLS board member to represent WI in Washington DC.
3. Standing Board agenda report to discuss the information above
4. 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 (Jan. & May – meet with auditor / Jun. – Midyear review / Aug. or Sept. – Annual budget review / Nov. – year end touch base)
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 - retired

1. Annual 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 other SCLS staff.
2. Establish process for consistent documentation (goals, reviews and salary increases)
3. Set Director's goals, perform review and document the same – in conjunction with Budget and Finance committee budget reviews.
4. Review of handbook when needed
 - a. Summer review by SCLS staff / Fall submit draft for legal review, if necessary / Nov. or Dec. present to Board / Publish in Jan.
5. The committee should expect to meet at least 4 times
 - a. Note that the Executive Committee or Chair will be involved in review of Director and salary recommendations