



CONNECTING STUDENTS TO CAREERS, PROFESSIONALS TO COMMUNITIES,  
AND COMMUNITIES TO BETTER HEALTH

## BOARD COMMITTEES

Committees are in place to ensure the carrying out of the Annual Strategic Plan.

### Standing Board Committees

*(subject to change this year based on proposed bylaws revisions)*

(these committees are permanent and shall be appointed as provided by the bylaws)

- Executive Committee
- Personnel Committee
- Policy Committee
- Finance Committee
- Board Membership Committee

### Special Ad Hoc Committees

The Executive Committee may appoint ad hoc committees to carry out the responsibilities relating to programs. AD hoc committee reports are to be advisory in nature and must be submitted to the Board of Directors for action.

### Current Standing Board Committees

**Executive Committee** includes the President of the Board, Immediate Past Chair of the Board (if still a board member), Vice President of the Board, Treasurer and Secretary. The Executive Director shall be an ex-officio non-voting member. The Executive Committee will take the lead in implementing board development goals and may appoint ad hoc committees to carry out the responsibilities relating to programs.

**Personnel Committee** shall consist of the Immediate Past President who shall serve as chairperson and at least two (2) Directors. The Personnel Committee shall be charged with the responsibility of reviewing personnel policies of the corporation, including compensation, employment practices, employee benefits, employee health and welfare services, retirement and personnel relations and policies pertaining to all persons working for the corporation and shall make appropriate reports and recommendations to the Board. The Personnel Committee shall be appointed by the President, and shall meet upon call of the President or chairperson of the committee. When the Board determines that the formation of a separate Personnel Committee is unachievable due to a lack of Board members by the affirmative vote of two-thirds (2/3) of the Directors, the duties of this committee shall fall to the Executive Committee or the Board of Directors.

**Policy Committee** shall consist of the Immediate Past President who shall serve as chairperson and at least two (2) Directors. The Policy Committee shall be charged with the responsibility of annually reviewing the Corporation's Bylaws and governance and operational policies and shall make appropriate reports and recommendations to the Board of Directors. The Policy Committee shall be appointed by the President and shall meet upon call of the President or chairperson of the committee. When the Board of

Directors determines that the formation of a separate Policy Committee is unachievable due to a lack of Board members, by the affirmative vote of two-thirds (2/3) of the Directors, the duties of this committee shall fall to the Executive Committee or the Board of Directors.

**Finance Committee** shall be composed of the Treasurer who shall serve as the chairperson and at least two (2) members of the Board of Directors. The Finance Committee shall act as advisor to the Board on all financial affairs of the corporation and shall forward recommendations to the Board for action. The committee will review, support, and advise on the development, implementation, and discontinuation of organizational programs. The committee may assist the Executive Director in developing contracts, scope of work statements, and coordinating program implementation with the approved budget and funds availability.

**Board Membership Committee** shall be composed of at least two (2) Board Members. The Board President will appoint the chairperson with concurrence of the Board of Directors. The Board Membership committee shall make recommendations to the Board regarding membership of the Board. These responsibilities shall include the recommendation of individuals to fill vacancies and identifying constituent organizations whose representatives serve terms as Directors-At-Large. The Board Membership Committee will take the lead in team building activities and will help plan and deliver director orientation.

### **Current CCAHEC Team Committees**

**Equity, Diversity, and Inclusion (EDI) Committee** works to create an equitable and inclusive community that is sensitive to diverse personal and professional backgrounds and their perspectives, experiences, and insights. While aspiring to be a community of persons from diverse backgrounds who respect and affirm the dignity of all people, the EDI committee helps create an inclusive and equitable work culture in which all team members are able to develop to their fullest potential, while also organizing educational opportunities to promote the values of EDI. Committee members serve as a team resource and help identify opportunities to integrate EDI principles and values into new and existing CCAHEC programs and language.

**Worksite Wellness Committee** works to foster a culture of wellness by empowering team members to achieve their best possible health. The committee strives to: expand office wellness culture; encourage small changes that help us become better and healthier; create opportunities for work/life blend; increase deliberate thought or action toward wellness; use wellness as a means to develop team cohesiveness; encourage and celebrate team successes; increase buy-in, participation, and engagement from the whole team; spread the enjoyment of wellness into the workplace culture; and share and educate others about worksite wellness.