



# THEARI

The Health Education and Resources Institute

## BOARD COMMITTEES

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

### Standing Board Committees

(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** consists of the officers of the Corporation. The Executive Committee, in the interim between meetings of the Board of Directors, shall exercise all powers of the Corporation including all powers that have been conferred upon it or upon the Board of Directors, except as noted elsewhere in the Bylaws. The presence of a majority of the Executive Committee at any regular or special meeting of said committee shall constitute a quorum for the transaction of business. The Executive Committee shall meet upon call of the President or a majority of its members. The President shall serve as chairperson of the Executive Committee. The Executive Committee shall conduct an annual performance appraisal of the Executive Director. 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. Ad hoc committee reports are to be advisory in nature and must be submitted to the Board of Directors for action.

**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 annually reviewing personnel policies of the Corporation and shall make appropriate reports and recommendations to the Board of Directors. The Personnel Committee shall be appointed by the President and shall meet upon call of the President or chairperson of the committee. The Board of Directors may appoint the Executive Committee to carry out the responsibilities relating to the Personnel Committee.

**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 reviewing the governance policies at minimum every two (2) years and operational policies as needed 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. The Board of Directors may appoint the Executive Committee to carry out the responsibilities relating to the Policy Committee.

**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 consist of the Vice-President who shall serve as the chairperson and at least two (2) Directors. The Membership committee shall make recommendations to the Board of Directors regarding membership of the Board of Directors. These responsibilities shall include the recommendation of individuals and constituent organizations to fill vacancies on the Board of Directors. Selected individuals and constituent organizations shall meet the criteria as set forth elsewhere in these Bylaws. The committee shall attempt at all times to maintain diversity and balance on the Board of Directors as outlined within the Corporation's Equal Employment Opportunities policy. The Board Membership Committee will take the lead in team building activities and will help plan and deliver director orientation.

### **Current THEARI 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 THEARI programs and language.

**Nurse Refresher Program Advisory Committee** works to engage students and professionals in providing input on continuous quality improvement activities for the Nurse Refresher courses and the Virtually Simulated Clinicals programs; offer suggestions and advice around program activities and outcomes; and to share recommendations for improvement. Committee work includes: input into program development and expansion; provides insight for ongoing quality improvement processes for the program; reviews outcomes evaluation data and provides feedback; provides input on community needs; evaluates curriculum content and provides suggestions for changes or improvement; assists in community relations by acting as an ambassador of THEARI through endorsement of THEARI and the Refresher courses; and assists in identifying, involving, and soliciting potential new committee members.

**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.