



Policy Committee Roles & Responsibilities

Led By: Policy Committee Chair

Reports To: Board of Directors

Purpose:

The Policy Committee is a board designated committee with goals of insuring the board has policies and procedures in place to guide the operation of the organization in a legal and ethical manner.

Membership of the Policy Committee is reviewed by the President. The Policy Committee Chair, Committee Members and the Executive Director will work together to determine committee needs and will brainstorm new and potential committee members.

Policy Committee Chair Responsibilities

- Provide leadership for the committee
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organization for the committee
- Facilitate the meeting according the agenda
- Create the agenda in partnership with staff support
- Provide research as needed for the committee
- Send out meeting reminders and agendas
- Take minutes during the meeting and create the monthly Board report
- Stay in regular communication with the Executive Director
- Bring the viewpoint of the Board of Directors to the committee discussion
- Bring action items and recommendations from the Committee to the Executive Director when necessary.
- Report Board decision back to the committee.

Committee Expectations:

- The Policy Committee will provide written reports to the full Board of Directors of any actions taken, meetings held or discussions that have occurred.
- The committee will meet on an “as-needed” basis or at the request of any members of the committee. Meetings may be held in person or via conference call.
- The committee will review current policies and from time to time, as needed, develop new policies or update existing ones to comply with all local, state and federal laws and guidelines.



Committee Members Responsibilities:

- Serves in an advisory role to guide the committee
- Expresses ideas and provides input
- Actively participates in meetings, contributing to the discussion, brainstorming and sharing innovative ideas
- Reviews material and provides input for improvement
- Serves as internal/external linkages for CCPR to open doors to further the organization's mission and vision.
- Participate in the development and implementation of the committee work plan

Time Commitment For Committee Members

- Committee members should anticipate being available on an “as-needed” basis