

Type:	Ad Hoc Committee of CSCHSNA Board of Directors
Area of Focus:	Governance & Executive Limitations Governance Policies & Procedures
Purpose:	Define Governance Responsibilities of the Board and ED
Outcomes & Deliverables:	<p>Outcomes:</p> <ol style="list-style-type: none"> 1. Clarity of the role of the Board and the Executive Director 2. Defined policies and procedures <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Document for Board approval that outlines Governance Responsibilities. 2. Policies & Procedures Manual for Board approval
Authority & Reporting:	<p>Committee Reports to the entire Board</p> <p>Committee makes recommendations only. The committee has no formal decision making authority</p> <p>The Executive Director will prepare reports and communicate them to the Board</p>
Composition:	<p>Membership contains 3-5 people, including:</p> <ul style="list-style-type: none"> - Executive Director - 2-4 Board members - Consultant – if desired (not mandatory)
Meeting Details:	<p>Minutes completed at the end of each meeting, completed by Executive Director, and all shared with Board</p> <p>Meeting schedule: Every other week until complete</p> <p>Meeting Length: 60-90 minutes</p>
Support Resources Needed:	<p>Minimal financial resources needed</p> <p>Executive Director keeps records on-site</p> <p>Additional External resources to be decided by consensus on an as-needed basis</p>