

The Council for Health and Human Service Ministries, UCC (CHHSM)

Board Committee Charters

2018

Executive Committee

The Executive Committee oversees the fiduciary work of the CHHSM Board including, but not limited to:

- Development and monitoring of governance and management policies;
- Acting on behalf of the Board of Directors between regularly scheduled meetings when the need arises;
- Legal compliance with non-profit statutory requirements and CHHSM Code of Regulations and Articles of Incorporation’
- President/CEO relations including performance assessment and compensation,
- Act as the Personnel Committee of the Board of Directors;
- Lead the development, implementation and performance outcomes of the CHHSM strategic plan;
- Recommend the committee assignments of volunteers and members of the board;
- Recommend the efficient and effective organization of the Board’s work including meeting schedule, structure and agenda.

By the Code of Regulations, the Executive Committee is composed of the Board Chair and Vice Chair, Treasurer and two members at large elected by the Board from its membership. The Code limits the terms of the three officers to two years. By practice, not Code, at-large members’ terms have been limited to two years. By Code, the CHHSM President/CEO serves in an ex-officio capacity, voice without vote. The CHHSM Associate for Business Operations serves as recording secretary to the Executive Committee. CHHSM staff that have significant operational functions related to the responsibilities of the Executive Committee may be invited to serve as resource persons to the Committee.

Nominating Committee

The Nominating Committee recruits potential members to the Board of Directors and monitors terms of the three classes of directors for compliance with the Code of Regulations. This includes but is not limited to:

- Proposing a slate of Director Candidates to the voting membership sufficient to fill any current vacancies and expiring terms of Elected and Appointed Directors,
- Each nominee of the Nominating Committee shall have consented to nomination,

- Any voting member of CHHSM may submit nominees, with the consent of the nominee, for election to the Board of Directors. These names are in addition to those proposed by the Nominating Committee with the consent of the nominee,
- The Nominating Committee shall take into consideration geographic, gender identity, sexual orientation and identity, race and ethnicity , service sector representation and all other diversity in the nomination of candidates for Elected and Appointed Directors.

The Nominating Committee shall consist of at least five (5) members reflecting a general cross-section of CHHSM. Committee members shall be nominated by the Board of Directors and elected by the CHHSM Membership. The Chairperson of the Nominating Committee shall be a current Elected Member of the Board of Directors.

The Executive Committee and Nominating Committee of the Board are codified by our Code of Regulations. The other three Standing Committees of the CHHSM Board are as follows:

Governance and Member Engagement Committee

The Governance and Member Engagement Committee leads the periodic assessment of the board's performance, and proposes, as appropriate, changes in board structure, roles, and responsibilities. Additionally, the Committee:

- Monitors the skill sets and demographic diversity of Board members and recommend candidates to the Nominating Committee for election and/or appointment to the Board;
- Oversees and evaluates opportunities for members to gather and collaborate;
- Determines and plans initiatives that meet the educational needs of the Board;
- Provides counsel to marketing/ communication programming that will enhance member engagement and wider Church connections;
- Plans and conducts an orientation program for new Board members. Conducts a periodic member satisfaction assessment.

The Governance and Member Engagement Committee is not mandated by the Code of Regulations, but works as a Standing Committee of the Board until the Board acts to dissolve it. The Executive Committee will nominate a Chair and not less than four (4) sitting Board members to serve as the Governance and Member Engagement Committee. The Board Chair and President/CEO will serve ex-officio on the Committee. The Committee may invite non-Board members to serve.

Program Planning and Evaluation Committee

In collaboration with the President/CEO, the Program Planning and Evaluation Committee establishes and leads processes that engage the Board in generative visioning and monitoring of program effectiveness including, but not limited to:

- Creates leadership development programs for CHHSM members and the wider Church; Conducts periodic assessments of major program initiatives;
- Develop and manage CHHSM's advocacy programming in collaboration with CHHSM staff;
- Provide input and planning for CHHSM's participation in the UCC General Synod;
- Provide guidance for CHHSM ecumenical partnerships.

The Program Planning and Evaluation Committee is not mandated by the Code of Regulations, but works as a Standing Committee of the Board until the Board acts to dissolve it. The Executive Committee will nominate a Chair and not less than four (4) sitting Board members to serve as the Program Planning and Evaluation Committee. The Board Chair and President/CEO will serve ex-officio on the Committee. The Committee may invite non-Board members to serve.

Finance Committee

The Finance Committee provides fiduciary oversight and strategic management of the assets, reporting functions and financial policies of the corporation. The Finance Committee will meet during regularly scheduled Board meetings and as needed between meetings to work with management and its activities include, but are not limited to:

- Review of the CHHSM monthly financial report of the balance sheet, income statement, Legacy Fund report and Program detail report,
- Annual review of the CHHSM audit for recommendation to, and approval by the Board of Directors,
- Annual review of the CHHSM 990 for recommendation to, and approval by the Board of Directors,
- Review and approval of the annual Budget,
- Maintain the Investment Policy Statement (IPS) and monitor CHHSM's investments for compliance,
- Monitor cash balances in the various accounts to determine appropriate levels.

The Finance Committee is not mandated by the Code of Regulations, but works as a Standing Committee of the Board until the Board acts to dissolve it. The CHHSM Board Treasurer will chair the committee and the Executive Committee will nominate up to four (4) sitting Board members to serve as the Finance Committee. The Board Chair and President/CEO will serve ex-officio on the Committee. The Committee may invite non- Board members to serve.