



# Washington Neighborhood Center Policies and Procedures for Committees

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### 1) Mission of the WNC

The mission of the Washington Neighborhood Center is to provide a safe and positive environment for children and young adults and assist them in the process of developing a healthy mind, body and spirit. Its staff of professionals and volunteers embraces this purpose and is committed to serving as a group of positive role models and mentors for the young people and the community served by the Washington Neighborhood Center.

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### 2) About committees

The standing committees of the Board are appointed by the President and subject to the control of the Board. The President shall appoint a Board member as Chairperson (except when the Chairperson is already specified in these bylaws) and at least one other Board member as member for each committee. Each Chairperson shall schedule a monthly meeting except during the months of regular board meetings. Each Chairperson shall report on their committee activities and upcoming meeting dates at the regular Board meetings, and give a report of any financial activities to the Treasurer.

Interested non-Board members may be appointed to the standing committees on the grounds that their expertise is needed but their

capacity is advisory only. Standing committees report to the Board at each regular Board meeting.

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### 3) Current standing committees

#### **1. Operations Committee**

- a. Responsible for the management of all operations directly related to the mission, goals and objectives of the WNC. This includes educational, cultural, and artistic and social service activities sponsored or supported by the WNC.
- b. Shall designate a Personnel/Elections subcommittee that will:
  - i. Provide for an annual review and update of personnel policies to insure applicability to program needs.
  - ii. Insure the existence of appropriate job specifications and grievances procedures for the employees of the corporation.
  - iii. Recommend an orientation plan for new employees and for new Board members.
  - iv. Perform an annual review of the Executive Director's performance based on the specification of the position.
  - v. Announce candidates for Board membership and for Executive Office, and announce and prepare materials for all elections.
- c. Develop and review all forms and program materials used at the center.
- d. Recommend ad hoc committees as needed for the implementation of specific tasks or assignments.

#### **2. Planning Committee**

- a. Responsible for the collection, evaluation, dissemination and use of information used for the development and strategic planning for the WNC operations.
- b. Provide for the technical review of reports to the Board on Corporate Management, Administrative Methodologies programs utilization and efficiency and community needs assessments. Perform the detailed analysis and make final recommendations to the Board on sensitive program and corporate matters such as

grievance, contracts and such other matters as maybe assigned by the Board.

- c. Recommend ad hoc committees as needed for the implementation of specific tasks or assignments.

### **3. Logistics Committee**

- a. Responsible for the infrastructure and support services needed by the WNC to fulfill its mission, goals and objectives.
  - i. Ensure building is clean and safe for use by all
  - ii. Recruit volunteers to help maintain the cleanliness and safety of the Center
  - iii. Develop an emergency plan for the center
- b. Recommend ad hoc committees as needed for the implementation of specific tasks or assignments.

### **4. Finance Committee**

- a. Provide input and recommendation for the Board on fiscal matters and general direction on program development including:
  - i. Annual budget projection
  - ii. Review fiscal policies and procedures
  - iii. Review audits and provide for improvements
- b. Recommend ad hoc committees as needed for the implementation of specific tasks or assignments.

### **5. Fundraising Committee**

- a. Brainstorm ideas, formulate plans, and oversee the implementation of various fundraising events and projects to benefit the Center.
  - b. Provide financial reports to the finance committee from all fundraising events and projects.
  - c. Recommend ad hoc committees as needed for the implementation of specific tasks or assignments.
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#### 4) Authority

Currently appointed committee chairs have the authority to make decisions directly related to the responsibilities of their committee and that do not require funds to be paid out or policies to be changed. Each committee chair should seek input from their committee members before a decision is made. All committee decisions are to be reported to the Board and are subject to Board approval and/or changes.

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#### 5) Accountability

- Each committee chair serves at the pleasure of the Board
- Each committee serves under the direction of the Board and therefore will report to the Board showing that afore listed responsibilities have been met. Each committee chair will submit a quarterly report to the Board.
- If a majority of Board members determines that a committee is not adequately completing their responsibilities, the Board President can evaluate and take measures to correct the committee's performance.