



## RCEB BOARD COMMITTEE STRUCTURE

### ***Standing Committees (Board members only):***

#### Executive Committee:

1. Determine monthly board meeting agenda items.
2. Conduct annual evaluation of Executive Director.
3. Prepare annual board training agenda.
4. Oversee strategic planning process.
5. Develop relevant board procedures as necessary.
6. Emergency action as required.

#### Budget and Finance Committee:

1. Function as independent financial audit committee.
2. Review and recommend acceptance of annual budget and capital expenditures.
3. Review budget status monthly.
4. Review annual audit report.
5. Policy review of 2.3 Asset Protection.
6. Policy review of 2.4 Financial Condition.
7. Policy review of 2.5 Budgeting.

#### Membership Development Committee:

1. Recruit applicants for board membership.
2. Interview and recommend election/re-election of members based on required board composition quotas.
3. Recommend slate of officers for calendar year.
4. Board member orientation and training.

### ***Advisory Committees:***

#### Diversity & Equity Committee

##### Background:

This is a new committee created in the fall of 2013 to discuss the information reflected in the Purchase of Service [POS] Data report. The purpose of that report was to see what differences exist in POS authorization and expenditures as it relates to consumer age, ethnicity, primary language spoken, and type of developmental disability. We feel that it is very important to continue to discuss those differences in a public forum and to effectively collaborate on strategies to address differences as appropriate.

Consumer Advisory Committee:

1. Define and make recommendations to address barriers to full board participation by committee members.
2. Present an annual forum on consumers' rights issues.
3. Develop and recommend an annual recognition event for consumers.
4. Review and comment on quality assurance plans.

Provider/Vendor Advisory Committee [PVAC]:

PVAC is comprised of service providers who volunteer their time to attend meetings where service provider needs, issues and concerns are shared and discussed with RCEB. The PVAC members serve a vital function as representatives of the service provider community as a whole, providing advice and counsel to the Board. A liaison from the Committee serves as a non-voting member of RCEB's Board of Directors.

1. Hold monthly meetings to disseminate information and provide presentations on areas of interest to vendors.
2. Assist the Board to plan, develop an annual vendor/provider recognition event.
3. Review and prepare comments on proposed regulations.
4. Furnish provider of service perspective to Board on matters of RCEB policy.