



# COMMITTEES OF THE BOARD

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## ARTICLE VIII

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# APPOINTMENT OF COMMITTEE MEMBERS

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## Section 1

- The chairperson can make recommendations to the Board about the creation and appointment of committee members.
- The Board of Directors shall approve all committees and appointments.
- All committees must include one or more directors.





# COMPOSITION

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## Section 2

- Where possible all standing and special committees of the Board shall fairly reflect the composition of the full Board, both geographically and by sector.



# EXECUTIVE COMMITTEE

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## Section 3

- The executive committee shall have the powers delegated to it by the board from time to time by resolution of the board.





# EXECUTIVE COMMITTEE

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- The elected officers of the Board of Directors, with the additions of such other members of the Board as may be appointed to ensure compliance with Section 1 of this Article, shall serve as the Executive Committee of this corporation.



# EXECUTIVE COMMITTEE

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- Tara Huddleston – Chairperson
- Roy Wayne Blevins
- Betty Stephens
- Jena Newman
- LaQuita Thornley, Executive Director





# PLANNING/BY-LAWS/ POLICIES COMMITTEE

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## Section 4

- This committee shall be empowered to conduct programmatic business, and will present same to the Board of Directors for approval



# PLANNING/BY-LAWS/ POLICES COMMITTEE

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- The committee will also review the agency's By-Laws and Personnel Policies as needed. The committee will perform other duties as the Board may specify from time to time.
- This Committee shall be chaired by the Vice-Chairman and consist of not less than three (3) members.





# PLANNING/BY-LAWS/ POLICIES COMMITTEE

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- Betty Stephens– Chairperson
- Latoya Davis
- Cathy Awalt
- Victor Cook
- James Thornley, Legal Council
- Amber Freeman, Comm. Director (staff)



# FINANCE/AUDIT COMMITTEE

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## Section 5

- The Treasurer is chair of the Finance Committee, which shall includes three Board members.
- The finance committee shall advise the Board with respect to significant financial decisions and perform such other duties as the Board may require from time to





# FINANCE/AUDIT COMMITTEE

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- The Finance Committee is responsible for developing and reviewing fiscal procedures, audits and annual budget with staff and other Board members.
- The Board must approve the budget, and all expenditures must be within the budget.
- Any major change in the budget must be approved by the Board of Directors.



# FINANCE/AUDIT COMMITTEE

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- The Finance/Audit Committee shall:
- Make recommendations on the selection of the auditor and the approval of any non-audit services provided by the auditor;
- Overseeing the audit process;
- Overseeing internal controls, conflict of interest and whistle blower policies;
- And ensuring that the auditor's management letter concerns are addressed and resolved.





# FINANCE/AUDIT COMMITTEE

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- The fiscal year shall be the February 1 through January 31<sup>st</sup>. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the board members and the public.



# FINANCE/AUDIT COMMITTEE MEMBERS

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- Roy Wayne Blevins
- Victor Cook
- Betty Stephens
- Jena Newman
- Lowell Wright, Financial  
Consult.-Chairperson
- JoAnn Barnes, Senior Bookkeeper





# GRIEVANCE COMMITTEE

## Section 6

- This committee shall be appointed by the Chairperson. The Grievance Committee shall have responsibility for hearing grievance on personnel matters involving the Executive Director and appeals involving program or project directors.



# GRIEVANCE COMMITTEE

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- The duties of the Grievance Committee shall also include such other duties at the Board may specify from time to time. This committee shall consist of not less than three (3) members.





# GRIEVANCE COMMITTEE MEMBERS

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- James Wallace – Chairperson
- Oma Dell Burns
- Chris Duroy
- Phillip Culbreath
- Brenna Moore, Human Resource Director



# HUMAN RIGHTS COMMITTEE

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## Section 7

- This committee shall be appointed by the Chairperson. The Human Rights Committee shall review the determination of the Equal Opportunity Officer regarding complaints of discrimination and shall over-see the enforcement of the grantee's civil right programs.





# HUMAN RIGHTS COMMITTEE

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- The duties of the Human Rights Committee shall also include such other duties at the Board may specify from time to time. This committee shall consist of not less than three (3) members.



# HUMAN RIGHTS COMMITTEE MEMBERS

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- Cathy Awalt – Chairperson
- Phillip Culbreath
- Wes Harden
- Latoya Davis
- Erica Pogue, Equal Opportunity Officer
- Brenna Moore, Human Resource Director





# GOVERNANCE COMMITTEE

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## Section 8

- This committee would be responsible for care of the board including board member recruitment, orientation, training and evaluation. A governance committee shall over see the running of the low-income board member democratic selection process; make recommendations for public and private sector representatives and work to fill vacancies when they arise.



# GOVERNANCE COMMITTEE

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- Coordinate training for board members; coordinate periodic review, and review at least every three years of the CAA's articles of incorporation and bylaws. This committee shall consist of not less than three (3) members.





# GOVERNANCE COMMITTEE MEMBERS

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- Phillip Culbreath – Chairperson
- Chris Duroy
- Oma Dell Burns
- Wes Harden
- Amber Freeman, Comm. Director (Staff)



# SPECIAL COMMITTEE

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## Section 9

- In unusual circumstances, the Chairperson of the Board has the option of appointing a special committee, subject to approval of the Board.





# SPECIAL COMMITTEE

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- Decisions of the Committee shall be determined by a majority vote in a meeting at which a quorum is present, and shall be binding on the entire Board of Directors unless over-ruled by simple majority vote of the Board. This committee shall consist of not less than three (3) members



# CONDUCT OF THE COMMITTEES

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## Section 10

- Unless the directors otherwise designate, committees shall conduct their affairs in the same manner as is provided in the bylaws for the conduct of the affairs of the board of directors.





# ADVISORY IN NATURE

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## Section 11

- All committees are simply advisory in nature. All committee recommendations must be voted on and ratified by the full board.



# OKLAHOMA MEETING LAW

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## Section 12

- All committees shall comply with the provisions of the Oklahoma Meeting Law.

