

Corvallis Caring Place

Community Relations and Policy Review Committee Charter

Committee Purpose: Provide ongoing oversight of the CCP Public Relations goals and objectives. To ensure yearly Board policy and procedures are updated and maintains current membership folders.

Membership: The committee consists of a minimum of three Board members. One member will be chosen by CCP Board President as chair.

Responsibilities:

1. Interface with CCP management to determine appropriate community relations activities for CCP Board members.
2. Represent the Board in selected community events as requested.
3. Ensures the update/revision of Board Policies and Procedures annually.
4. Maintains current orientation folders for new Board Members.
5. Other tasks as directed by the Board.

Authority: Reports directly to the Board of Directors.

Reporting Requirements: The chairman or designee will report on committee meetings at the next board meeting. Minutes of the committee meetings will be maintained by chair or designee.

Revision Process: The charter is reviewed by the members every three years and any revisions requires Board approval.

Approved by CCP on December 4, 2003

Revised: 2007, 2008, 2019, 2020