

Corvallis Caring Place
Executive Committee Charter

Committee Purpose: The Corvallis Caring Place (CCP) Executive Committee represents the Board on matters directed by the Board, management services agreement, bylaws or emergency meetings as determined by the President.

Membership: The committee includes the President, Vice President, Treasurer, Secretary and Past President.

Responsibilities: The President is responsible for calling executive committee meetings. Examples of matters coming before the committee includes:

1. Management services agreement negotiations.
2. Annual meeting with Mennonite Management Services, Inc. (MMS) for the purpose of evaluating MMS performance and the relationship with CCP.
3. Emergency requests by MMS or the CCP Administrator.
4. Provide ongoing oversight of the CCP goals and objectives.
5. Other matters warranting meeting as determined by the President.

Authority: The committee is established by the CCP Bylaws. The committee has the authority to act on behalf of the Board, so long as the actions are unanimous.

Reporting Requirements: The President will report on committee meetings (oral or written minutes) at the next Board meeting.

Revision Process: The committee charter should be reviewed every three years by the Executive Committee and any revisions to the charter requires Board approval.

Approved: October 17,2019
Revised:

Corvallis Caring Place
Finance and Building Committee Charter

Committee Purpose: Represent the Board in coordination with MMS staff regarding detailed oversight of financial matters such as the annual budget, financial audit, investment policy/portfolio, and major capital planning.

Membership: The Committee is chaired by the CCP Board Treasurer and a minimum of two other Board members.

Responsibilities:

1. Proposed annual budget review and recommendation to the Board including 5- year capital expenditure plan.
2. Annual audit review and recommendation to the Board.
3. Annual investment policy review and recommendation to the Board on changes.
4. Investment portfolio monitoring.
5. Reserve policy development, monitoring and recommendation to the Board.
6. Develop and monitor a 20-year facility improvement plan for use in the 5-year capital expenditure plan and reserve policy.
7. Represent the Board on building and grounds maintenance issues as appropriate.
8. Represent the Board on any facility expansion plans.
9. Other tasks as requested by the Board.

Authority: Reports directly to the Board of Directors. Works closely with MMS staff.

Reporting Requirements: The chairman or designee will report on committee meetings at the next Board meeting.

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

Approved: June 5,2019

Revised:

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 completed and maintains updated membership folders.

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

Responsibilities:

1. Work with CCP management to determine appropriate tasks for CCP Directors.
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 (oral or written minutes) at the next board meeting.

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

Approved: Dec. 4. 2003

Revised: 2007, 2008, 11/2019,9/2020

Corvallis Caring Place

Nominating and Membership Committee Charter

Committee Purpose: The committee shall be responsible for ensuring that the Board maintains a qualified group of members and is led by officers with relevant leadership experience and expertise. Candidates for membership and board positions should be sought from the Benton community at large, as well as from existing or past Board members.

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

Responsibilities:

1. Develop and implement a board recruitment plan.
2. Recruit and recommend candidates to fill vacancies on an as needed basis.
3. Prepare a slate of nominees for officers and positions on the Board of Directors to be reviewed as a regularly scheduled meeting at/or prior to the October board meeting.
4. Review the Board Job Description every three years and make any recommendations for revision to the Board.
5. Perform 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 (oral or written minutes) at the next board meeting.

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

Approves: November 4, 2004

Revised: 2019

Corvallis Caring Place
Quality Assurance Committee (QAC) Charter

Committee Purpose: The QAC represents the CCP Board of Directors on services and issues involving the highest standards of quality care for residents.

Membership: The committee consists of three to five Board members.

Responsibilities:

1. Participate in the selection process of the CCP Administrator.
2. Represents the Board in the process of reviewing and providing input to the CCP Administrator on the format and results of resident/employee surveys.
3. Represent the Board on State of Oregon required occurrence reports involving residents, staff, visitors and guests. This includes initial notification to the QAC by the CCP Administrator and any appropriate policy level follow-up.
4. Work with the Executive Committee to create and review the annual performance evaluation of the CCP management company.
5. Represent the Board on any other services or issues involving policy level guidance and input to the CCP Administrator and MMS that maintains and improves CCP quality assurance.

Authority: The QAC reports directly to the Board of Directors and collaboratively with the CCP management company.

Reporting Requirements: The chairman or designee will report on committee meetings (oral or written minutes) at the next Board meeting.

Meeting Frequency: Based upon business to discuss but no less than once annually.

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

Approved: Dec. 4, 2003
Revised: 2007,2008,11/2019,9/2020