



## **COMMITTEE ROLES & RESPONSIBILITIES**

### ***FULL BOARD – CHAIR: JEFFREY SULLIVAN***

Ensures coordination among committees and oversees progress of strategic plan. Votes on strategic issues and delegates to committees as appropriate. Primary purpose of Board meetings are information sharing, oversight of the overall programs and strategic direction of the organization, and continued education of members on workforce issues and trends.

### ***EXECUTIVE COMMITTEE – CHAIR: JEFFREY SULLIVAN***

Manages affairs of the corporation, e.g., approves budget and staff performance review process. Oversees establishment of new initiatives. Addresses legislative, fundraising and marketing efforts. Acts on behalf of the full Board as delegated.

### ***GOVERNANCE COMMITTEE - CHAIR: VACANT***

Oversees overall performance of the Board, Board members, and Board Committees. Develops and monitors Board member selection standards and procedures and reviews composition of Board and staff to ensure appropriate public/private sector participation and diversity. Develops and recommends corporate governance policies as applicable to it as a nonprofit, tax-exempt organization to the Board and monitors compliance with those policies. Develops and monitors procedures for CEO selection, executive development, and executive succession.

### ***STRATEGIC PLANNING COMMITTEE – CHAIR: GINA KOS***

Lead an organizational wide process to develop, continually monitor and provide annual progress updates with respect to the MHHCWB Strategic Plan; ensure that the resources and efforts of the MHHCWB are focused on and have the greatest impact on achieving the mission of the MHHCWB; and engage continuously in strategic thinking regarding the workforce development needs of Hampden County.

### ***FINANCE/AUDIT COMMITTEE – CHAIR: EUGENE CASSIDY***

Manages financial affairs of the corporation, e.g., budget preparation for approval by the Executive Committee, ensuring preparation of timely and accurate financial reports and providing fiscal policy recommendations to the Executive Committee. Acts as audit committee to review annual audit of corporate financial operations.

### ***ONE-STOP CAREER CENTER COMMITTEE – CHAIR: MEREDITH WISE***

Oversees, evaluates, and recommends re-chartering of Career Centers. Helps build capacity of Career Centers as the hub of a One-Stop service delivery system by ensuring ongoing coordination of various partners/programs, oversees various funding streams to support the centers and sets performance standards.

### ***YOUTH COUNCIL – CHAIR: CLEVELAND BURTON***

Oversees, evaluates, and selects vendors for WIOA-funded Youth Programs for disadvantaged youth as well as oversees numerous other state funded youth initiatives. Through its various sub-committees, focuses on building a youth development system to improve region's high school graduation rates and prepare youth for college and careers.