

**Committee Staffing Assignments/Roles**

**FY 2020/21**

**STANDING COMMITTEES:**

**Executive Committee (Judy Halper, Chair; Reuben Rotman, Staff)**: The Executive Committee shall consist of all the Officers and the immediate past chair (who serves as an Ex-Officio member). The Chair of the Board of Directors shall chair this committee. The Executive Committee shall perform such duties and take such action as may be necessary between meetings of the Board. It may perform any function of the Board not specifically reserved to the Board. In addition to the powers and duties given it herein, it shall have powers and duties as may from time to time be delegated it by the Board. In addition, the Executive Committee shall be responsible for evaluating, annually, the performance of the President/CEO and for the compensation policies of the **NETWORK**, the latter in consultation with the Finance Committee, and ultimate approval of the Board.

**Audit Committee (Larry Reader, Chair; Reuben Rotman, Staff):** The Audit Committee shall be composed of at least three individuals to be appointed by the Chair and ratified by the Board of Directors. The committee shall choose one of its members to chair the committee. Members of the committee may not serve as officers of the **NETWORK** during their service on the Audit Committee, nor may they serve on the Budget and Finance Committee. The Audit Committee shall oversee financial procedures, management practices and other relevant matters to ensure the proper and transparent functioning of the **NETWORK**. Should the **NETWORK** appoint an internal auditor, the Audit Committee shall supervise the auditor’s work and approve, in advance, the work plan. The Audit Committee shall provide a report at least once per year to the Board of Directors, and should the Audit Committee deem appropriate, the membership.

**Budget and Finance Committee (David Marcu, Chair; Reuben Rotman, Staff):**  The Budget and Finance Committee shall consist of not fewer than five members of the Board of Directors and/or other individuals that the Board Chair wishes to have serve. The Chair of the Finance Committee shall be the Treasurer. Should the Treasurer not be able to participate in any given meeting of the committee, he/she may appoint another member to chair the committee. The Finance Committee shall approve the **NETWORK** budget, audited financial reports and any other significant financial documents prior to them being reviewed by the Board for approval.

**Governance Committee (Erik Lindauer, Chair; Reuben Rotman, Staff):**  The Governance Committee shall consist of not fewer than five members of the Board of Directors, and at least two members of such Committee shall be either an officer or Past Board Chair of the **NETWORK**. The Committee makes recommendations regarding the governing structure and/or bylaws of the NETWORK. The **Nominating Sub-Committee** **(Perry Ohren, Chair; Reuben Rotman, Staff)** is established as a subcommittee of the Governance Committee. The Nominating Sub-Committee is responsible for presenting a slate to include all Directors to be elected at the next annual meeting of the members. The Nominating Sub-Committee shall also present a slate of officers to be recommended to the Board at the next meeting during which any officer’s term is to expire. **Board Education Sub-Committee (Susan Friedman & Michael Hopkins, Co-Chairs; Reuben Rotman, Staff)** provides for the onboarding and ongoing education needs of the Board.

**Human Resources Committee (Judy Halper, Chair; Reuben Rotman, Staff):** In consultation with the President/CEO and the Board**,** the Board Co-Chairs shall appoint committee members and the chair thereof. The Committee shall be responsible for the review of all matters pertaining to the **NETWORK** personnel, including the development and updating of the **NETWORK** Employee Handbook and any policies and procedures which may impact and benefit personnel, including employee benefits, staff training and related matters. The Committee shall advise the President/CEO, who has responsibility for the hiring/firing and probationary status of NJHSA employees.  The Committee also annually reviews the salary and related benefit recommendations for administrative and program personnel. For the 2020/211 program year, the functions of the Human Resources Committee have been absorbed by the Executive Committee.

**Membership Committee (Paula Goldstein, Chair; Karen Rosen, Staff):** In consultation with the President/CEO and the Board**,** the Board Co-Chairs shall appoint committee members and the chair thereof. The Membership Committee will develop and implement policies and procedures related to member agencies of the **NETWORK**, including the establishment of a dues policy, criteria for membership, the evaluation of membership applications, requests for dues relief as well as outreach plans and incentives to support existing member agencies and to engage new agencies.

**PROGRAM COMMITTEES:**

**2020 Executives’ Networking Forum Committee (Carl Josehart and Karen Mozenter, Co-, Chairs; Lisa Loraine Smith, Staff):** This committee is responsible for the planning, marketing and evaluation of the Executives’ Networking Forum.

**2021 Annual Conference Committee (Sandra Braham and John Colborn, Co-Chairs; Lisa Smith, Staff):** This committee is responsible for the planning, marketing and evaluation of the 2021 Annual Conference (scheduled for April 18-20 in Minneapolis, MN).

**Advocacy (Aviva Sufian, Chair; Darcy Hirsh, Staff):**  This committee is concerned with the Advocacy Pillar of the NETWORK. The committee plans, implements, monitors and evaluates advocacy initiatives of the NETWORK and supports the advocacy efforts of its member agencies. This committee coordinates its efforts with the Jewish Federations of North America Washington Office and incorporates the concerns of NETWORK Canadian, Israeli and other international member agencies, as needed. This committee considers coalition efforts which could strengthen the advocacy initiatives of the **NETWORK**.

**Best Practices (Andrea Steinberg, Chair; Reuben Rotman, Staff):** This committee is concerned with the Best Practices Pillar of the **NETWORK**. This committee plans, implements and monitors the delivery of best practice initiatives which could support the services provided by **NETWORK** member agencies.

**Development (Judy Halper, Chair; Reuben Rotman, Staff):** This committee is responsible for developing and administering the annual fundraising efforts to support NETWORK operations, including its annual campaign and appeals for sponsorship of **NETWORK** sponsored conferences.

**Grants and Opportunities Committee** **(Susan Friedman and Robert Hyfler, Co-chairs; Reuben Rotman, Staff):** This committee serves in an advisory capacity to the CEO and helps to facilitate administration of Network sponsored grants and other opportunities (i.e. access to consultant resources) for Network member agencies.  Committee members are engaged in the development of Grant/Opportunities RFP’s, the review of agency submissions, progress reports and any related materials.  Additionally, the Committee identifies training or technical assistance needs in the Grants/Opportunities arena, with the goal of strengthening Member agency submissions and maximizing the impact of Network sponsored opportunities.

**Lay Leadership (Jay Miller, Chair; Reuben Rotman, Staff):** This committee develops and evaluates targeted program efforts to address the needs of lay leadership of Member Agencies.

**Innovation (Jerry Rubin, Chair; Reuben Rotman, Staff):** This committee is concerned with the Innovation Pillar of the NETWORK. This committee seeks opportunities to bring innovative resources to the member agencies of the **NETWORK** and monitors and evaluates the efforts the **NETWORK’s** Center for Innovation and Research.

**Services (Lori Moss, Chair; Karen Rosen, Staff):** This committee is concerned with the Partnership/Services Pillar of the **NETWORK.** This committee monitors, evaluates and considers new opportunities for services offered by the **NETWORK** and considers opportunities for services that are revenue generating.