

DAY SPRING BOARD COMMITTEES

EXECUTIVE COMMITTEE - 8.9

The Executive Committee shall consist of the officers, the immediate past Chairperson of the Board, and any such other members the Chairperson may appoint. The Board Chairperson shall serve as the Executive Committee chair. When the Board of Directors is not in session and prudent management requires prompt action the Executive Committee shall have and exercise full authority of the Board of Directors in management of the corporation except such authority as limited by statute or by resolutions of the Board of Directors. Any such action shall be submitted to the Board of Directors for review at their next meeting.

BOARD GOVERNANCE COMMITTEE - 8.10

The Board Governance Committee shall, in conjunction with the entire Board of Directors, identify and recruit appropriate candidates for election to the Board of Directors. Plan and implement educational programs for the Board of Directors, design an orientation for new Board members, conduct an annual process of self-evaluation by Board of Directors and main Standards of Conduct policy and guidelines.

The Board Governance Committee duties include:

- Being internally focused on Board best practice
- Vetting all board applicants
- Overseeing recruitment and orientation
- Monitoring overall Board performance
- Monitor Business Continuity Plan
- Board Development: plan social events for board and committees
- Monitoring individual Board member performance
- Ensuring diversity, equity and inclusion

DEVELOPMENT COMMITTEE - 8.11

The Development Committee shall work with the Chief Executive Officer to devise, implement and evaluate a long-range fundraising plan – annual

contributions and fund development events – in order to support organizational needs related to personnel, program, facilities, equipment, finances, and operations. The Development Committee shall consult with the Chief Executive Officer and the Executive Committee concerning development activities.

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FINANCE COMMITTEE - 8.12

The Finance Committee shall assist the Chief Executive Office in the creation of annual budgets and monitor progress against budget targets to meet organizational financial needs (personnel, program, facilities, and administration) and work with the outside accounting firm to ensure that proper accounting procedures are used, and records are properly kept. The Committee shall interface with the Chief Executive Officer, other designated staff members, and the Executive Committee to ensure that financial implications are clearly understood as key decisions are being made. The Treasurer shall be the chair of the Finance Committee.

PROPERTIES COMMITTEE - 8.13

The Properties Committee meets with the Day Spring Operations Manager to discuss needs and capital planning for projects related to and Corporation's properties. The Properties Committee helps develop and monitor an ongoing capital budget and provides guidance to the Finance Committee on upcoming expenses. It also provides a foundation from which to monitor the physical assets of the Corporation (property and facilities) through preservation, upgrading, timely placement of physical assets, cost effective management, programming and resource allocation. Maintain all requests from outside parties using Day Spring facilities.

SERVICES COMMITTEE - 8.14

The Services Committee shall ensure delivery of services commensurate with the Corporation's mission, monitor compliance with Federal and state regulations, review and recommend policies and procedures for service delivery and ensure there are policies to address relevant resident needs and services.

The College for Living committee will operate under the Services Committee. This committee will oversee the growth of the services offered and program development.

STRATEGIC PLANNING COMMITTEE - 8.15

The Strategic Planning Committee will create a vision for the Corporation's future by identifying mid- to long-term goals and objectives following its mission. The process includes establishing the sequence and period of time in which those goals and objectives should be realized. The Strategic Planning Committee will also monitor the strategic plan for progress toward the goals and objectives established by the plan.