

### **2013 Rianda House Standing Committees:**

**Operations committee:** Catarina Sanchez, Jim Aldred, Lois Swanson, and Julie Spencer.

This committee is responsible for the day-to-day operations of Rianda House, maintenance and repair, and programming. Lois Swanson is the chairman of the subcommittee on programming.

**Development committee:** Carroll Cotton (chair), Priscilla Upton, Leon Allan, Mike Hardy, Alan Galbraith, and Julie Spencer. This committee is responsible for fundraising and development of funding sources for Rianda House. The Friends of Rianda under Kathy Carrick will work their fundraising events under the broad umbrella of the Development Committee. The responsibilities of the Development Committee include cash appeals, mail appeals, special events, solicitation of in-kind donations, sponsorships for events, and all other forms of fundraising except grants, which will still be handled by Julie Spencer and Adriane Hayne.

**Finance and Governance Committee:** Polly Keegan (chair), Allen Galbraith, Mike Hardy, and Julie Spencer. This committee will be responsible for finance and accounting and other government compliance issues, personnel matters, and development of management and leadership personnel.

*Anyone with an interest in serving on these committees should contact the committee chair.*

### **Committees, Ad Hoc Committees and Task Groups of Rianda House Senior Activity Center**

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**Executive Committee:** President, Vice President, Secretary, Treasurer and Exec. Director (ex officio); The primary operational entity of the Corporation. Meets at least once per month ahead of the regular Board meeting. Makes operational decisions in accordance with the bylaws and policies set by the Board. Appoints Nominating Committee for Officers & Board Members. Directs the priorities of the ED and staff. Refers to the full Board any issues with regard to Board Policy and any other matters needing full Board action.

**Development Committee:** Three Board members, with membership open to such non-Board volunteers as can provide expertise and/or experience in various types of fund raising used by the Corporation. The primary duties of this committee are fund raising, and general oversight of the long term financial condition of the Corporation. The President (or designee), and ED will attend meetings of this committee. Reports to the Board the status of fund-raising efforts monthly.

**Operations Committee:** Headed by one Board member, with membership open to such non-Board volunteers as can provide expertise to accomplish the Committee goals. Works with the ED, Volunteer coordinator, and Program Committee to plan for events both inside and outside the facility. Maintains Insurance program, and oversees necessary scheduled or emergency facility maintenance. Reports to the Board monthly. The ED will be a member of this committee.

**Finance & Governance Committee:** Made up of at least three Board members, including the Vice President and Treasurer. The committee will meet when necessary to audit financial and compliance operations to ensure fiduciary goals are met and legal, liability, and other operational compliance requirements are properly discharged. The committee will monitor the budget and organizational aspects of the Corporation and make such recommendations as it sees necessary to the Board. This Committee, with the addition of President and ED, will prepare Annual Budget. Reports to the Board monthly.

**Ad Hoc Committees and task groups:**

**Program Committee:** Includes at least one Board member, and as many non-Board volunteers as can provide expertise, and the ED or representative. Plans and develops programs and activities to meet the known needs of our client base, and expand the reach and effectiveness of the Rianda House “Village”. Coordinates programming with the ED and House calendar. Reports to the Board monthly.

**Friends of Rianda:** Chaired by a volunteer, open to anyone with an interest in and willingness to work on behalf of Rianda House in planning and executing small events throughout the year to raise funds, increase visibility in the community and further the goals of the Corporation. Meets as necessary and reports to the Board monthly. Event schedules and activities must be approved in advance by the ED to prevent inadvertent compliance or scheduling issues.

**Board of Advisors;** A diverse group of influential or highly knowledgeable persons who can make time available to aid in events and fund raising, or lend their particular expertise from time to time to solve specific problems at the request of the Executive Committee. Acts as a goodwill or outreach group for Rianda House. Membership in this group will be by Board approval only. The Vice President will be the liaison to this group for the Corporation.