

CITY OF ROCKFORD HUMAN SERVICES DEPARTMENT

CAA Board Committees

Executive Committee

- Reviews the work and activity of all committees
- Reviews the Board meeting agenda prior to each meeting
- Reviews Financial audit reports and recommendations and advises the full Board on any action that may be needed
- Reviews critical financial issues related to Department funding or budgets and makes recommendations as needed
- Reviews formal internal complaints filed by staff and makes recommendations for action as needed
- Reviews formal external complaints by the public regarding the Department's services and/or conduct of staff and makes recommendations for actions as may be needed

Meets monthly and as needed.

Advocacy & Public Awareness

- Present information about Department services and outcomes to the public as speakers and/or participants in community groups and organizations
- Make recommendations to the full Board regarding the Department or the Board's role in civic engagement, i.e. special events and activities that address or support improving the conditions that affect low income populations
- Raise funds and awareness to support special events and activities, including the Annual Report Event

Meets every other month and as needed.

Legal/Technical Committee

- Make recommendations for changes to the by-laws to the full board as may be needed consistent with CSBG regulations and City of Rockford ordinances.
- Propose a slate of officers annually for vote by the full Board
- Review and make recommendations for action by the Board, City Council and the Mayor of potential candidates to fill Board vacancies consistent with CSBG regulations and City of Rockford ordinances.
- Define Board roles and responsibilities
- Ensure that policies and decisions adopted and implemented by City of Rockford and City Council shall be based upon recommendations from the Board
- Ensure that Community Action funding is utilized to benefit individuals living in poverty
- Research possibility of reorganizing the agency as a private Community Action Agency

Meets every other month and as needed.

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Community Relations Committee

- Review community assessment data, monitoring reports and self assessment reports related to program services and outcomes
 - Participate in internal and external review and self assessment processes with staff
 - Represent the Board when/if called for by external program monitors
 - Make recommendations for action to the Board related to program services and outcomes
- Meets every other month and as needed.**