

Facilities and Operations Advisory Committee

General

The Facilities and Operations Advisory Committee (the "Committee") shall be established by the Board of Directors (the "Board") of Ronald McDonald House Charities of Arkansas & North Louisiana. The primary function of the Committee is to recommend and advise the Board on Facilities and Operations. The Committee shall have all authority necessary to fulfill the duties and responsibilities set forth herein or as otherwise assigned to the Committee.

Composition and Delegation

The Committee shall be composed of the Chair and a minimum of six additional committee members. Committee members will serve on one of two subcommittees, Facilities or Operations, with at least three members on each. The Committee Chair will be responsible for the oversight of each subcommittee. Each member of the Committee shall be either a staff member, a voting director of the Board, or a community member with skills and/or expertise in the field of facilities or operations. The Board Chair shall appoint the Committee Chair annually. The Committee Chair shall appoint the appropriate number of members of the Committee on an annual basis.

Committee Duties and Responsibilities

1. Assist and advise the board in the development and on-going operations of Programs, including the review and update of policies and procedures related to facilities and the operation of such facilities.
2. Establish measurable goals and monitor outcomes for operations.
3. Offer concrete suggestions on the best operating standards for facilities and operations.
4. Review all finances and annual budget as it relates to operations.
5. Identify potential community partners that could strengthen programs and reduce operating costs.
6. Assist in the identification of needed services within operations of the organization.
7. Assess strengths and weaknesses of programs and provide recommendations.
8. Communicate with the CEO regarding needed administrative and other support.
9. Make recommendations to the Board, as needed.
10. Committee Chair shall report to the Board on Committee progress.

Time Commitment

The Committee will meet on a quarterly basis. Annually, the Committee will meet to set the calendar for the following year and evaluate the Committee's needs. Each Committee member will be expected to attend at least 80% of all the meetings.

