

1.20 Committees

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish and maintain committees for the purposes of reviewing and evaluating current operations and making recommendations in order to better meet the organization's mission.

Procedure:

Only Department Administrators or Divisional Directors may request committee formation. Requests must be submitted to the CEO/President along with a list of potential committee members and a written description of committee purpose and responsibilities. Committee criteria, including but not limited to, term limits, committee size, and member rotation shall be the decision of the CEO/President with input from the committee chairman.

Each committee must elect a chairperson or have one appointed by the CEO/President. Committee meeting details, including date, time, and location, must be submitted to the Administrative Assistant or the Office Manager for publication in the monthly calendar. Agendas and copies of the previous meeting's minutes must be distributed to committee members prior to the scheduled meeting date. Proof of attendance and participation shall be documented, forwarded to the Human Resource Department and considered during the employee's annual performance review. Committee members shall be publicly acknowledged in the organization's newsletter.

Committee efforts shall focus on the improvement or creation of processes, programs, technology, and compliance with regulatory and accreditation agencies. Committee members shall consider final results of employee and client surveys when framing recommendations. The committee chair is charged with supplying periodic updates to both the appropriate director/administrator and to the CEO/President.

The CEO/President reserves the right to replace or dismiss any committee members and to dissolve a committee at his or her discretion