

## 2.05 Standing Committee Responsibilities

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain standing committees responsible for oversight of certain areas of the organization's business. Said committees shall meet with staff on a regular basis, evaluate, and make recommendations to the Board of Trustees.

### Procedure:

The following committees shall be maintained:

- Executive Committee

The Board of Trustees must, by resolution, appoint an Executive Committee consisting of the Officers and one (1) other Trustee to be elected by the Board of Trustees for a term of two (2) years as per the Licking/Knox Goodwill Industries, Inc. bylaws. The chief function of the Executive Committee is to provide oversight of the CEO/President including annual review and establishment of goals. The committee shall also hear all final appeals of employee and participant grievances. The Executive Committee is additionally responsible for the following: annual review of all insurances; annual review of Licking/Knox Goodwill Industries, Inc. bylaws; establishment of Licking/Knox Goodwill Industries, Inc. code of ethics; annual Board of Trustees performance review; annual Board of Trustees self-assessment; and other specific tasks as authorized by the full Board of Trustees.

- Finance Committee

The Finance Committee shall consist of the Board of Trustees Treasurer as chairperson and at least two (2) or more Trustees appointed by the President to serve a term of two (2) years. The function of the Finance Committee is to provide oversight of all financial activity and reporting. Committee responsibilities include, but are not limited to: establishment of an annual retained earnings goal; annual budget review and approval; oversight of annual financial audit process, including bid review, letters of engagement, and final report and recommendations; ; review of Dunn and Bradstreet and GII Financial Check-Up reports; oversight of Administrative Annual Performance plan and other bonus programs; approval of capital expenditures for upcoming year; annual comprehensive insurance review and; review of Physical Inventory Report. The Finance Committee shall review and make recommendations regarding organization's financial investments and perform other financial activities as authorized by the full Board of Trustees.

- Industrial Services and Sales Committee

The Industrial Services and Sales Committee shall consist of at least three (3) Trustees appointed by the President to serve a term of two (2) years. The function of the Industrial Services and Sales Committee is to provide oversight of all income producing divisions including sales and vocational rehabilitation services. Committee responsibilities include but are not limited to: recommendation of new services based upon ongoing appraisal of

community business trends and needs; fostering community collaborations and contributions; monitoring equipment needs; review of annual marketing plan; mid-year performance review; oversight of employee appreciation events; annual report review; year-end review of divisions; and review of customer Director Directs, outcome reports, departmental goals, customer and service provider satisfaction surveys, leases, and capital expenditures. The Industrial Services and Sales Committee shall perform other business related activities authorized by the full Board of Trustees.

- Personnel and Operations Committee

The Personnel and Operations Committee shall consist of at least three (3) Trustees appointed by the President to serve a term of two (2) years. The function of the Personnel and Operations Committee is to provide oversight of all Licking/Knox Goodwill Industries, Inc. personnel procedures and related operations. Committee responsibilities include: review, recommend modifications to, and approve all changes to the Policy and Procedure Manual and organizational table; approve annual plans for Risk Management, Accessibility, Affirmative Action, Disaster Recovery, Cultural Competency, and Staff Development; and conduct annual reviews of health insurance, job descriptions, and Bureau of Workers Compensation premiums. As authorized by the Board of Trustees, the Personnel and Operations Committee shall perform other personnel-related activities such as, but not limited to, salary/benefit review, employee service provider selection and review, approval of annual training calendar, approval of rider fees, and analysis of grievances and complaints.

For a calendar of committee activities, please see Policy 2.06, *Standing Committee Calendar*.