

9/16/2009

COMMUNITY CARE CLINIC COMMITTEES

If you want to participate on any of these committees, please contact the committee chair.

Purpose of Committees: To promote the mission of the Community Care Clinic through the efficient use of human resources.

STANDING COMMITTEES:

- Development and Fund Raising
- Facilities
- Volunteer Recruitment
- Public Relations/Marketing
- Policies and Procedures
- Hospitality and Special Occasions

Each **Standing Committee** will consist of a Chair who is a member of the CCC Board of Directors. Other Board members may serve on each Standing Committee, but the Committee Chair should appoint non-board members based on their interests, expertise and experience. A relevant staff member, such as the Executive Director, may serve on the committee as an *ex officio* member. The Chairman of the Board is an *ex officio* member of committees and attends meetings when invited.

DEVELOPMENT AND FUNDRAISING:

<p>Description: The Development and Fundraising Committee creates an annual fundraising plan and implements it.</p> <p>The Development and Fundraising Committee is vital to the continued existence of the CCC; revenue generated from its activities is necessary to fund the many activities not covered by grants which are restricted.</p> <p>This committee will meet as necessary for its many activities.</p>	<p>Objectives/Tasks:</p> <ol style="list-style-type: none"> 1. Creates an annual fundraising plan. 2. Implements the annual fundraising plan. 3. Identifies and solicits funds from external sources of support. 4. Works with the Executive Director in locating appropriate grants for the Clinic. 5. Recruits all Board members in fundraising efforts. 6. Recruits members of the community to serve on the fundraising committee and to work on specific activities. 7. Monitors fundraising efforts to ensure ethical practices are in place. 8. Acknowledges all donors appropriately and timely. 9. Creates a mailing list of potential donors. 10. Updates mailing list periodically. 	<p>Members:</p> <ul style="list-style-type: none"> • Chair – Stuart Kaplan • Members: Mary E. Moretz Rebecca Moore Trish Snyder Justin Grimes Gail Houser
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Refer to the Mission Statement and to the “Summary of Retreat, December 2008” and determine the following:

9/16/2009

FACILITIES:

<p>Description:</p> <p>The Facilities Committee is responsible for determining the facilities needs of the Clinic in collaboration with Clinic providers and staff and with the Board. It provides a safe, clean, and adequate environment for the patients, providers, staff and volunteers.</p>	<p>Objectives/Tasks:</p> <ol style="list-style-type: none">1. Secures written permission for any changes the Clinic wishes to make with the Board of the Hunger and Health Coalition before making such changes.2. Determines that the HHC Board has secured permission to make such changes with the County Commission before making the desired changes.3. Works to secure adequate space including storage space from the HHC and determines the lease expenses.4. Determines maintenance and cleaning plans for volunteers and/or employees that will guarantee an appropriate standard of cleanliness necessary for a medical facility.	<p>Members:</p> <ul style="list-style-type: none">• Chair – Betsy Harris• Serena Heinz• Bill Cornett
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9/16/2009

VOLUNTEER RECRUITMENT:

<p>Description:</p> <p>The work of the Clinic is done almost entirely by volunteers. Therefore, the recruitment of quality providers including doctors, physician assistants, nurse practitioners, nurses, counselors, intake and exit counselors, clerical workers, etc. is vital to the success of the Clinic.</p>	<p>Objectives/Tasks</p> <ol style="list-style-type: none">1. Works with the medical community to secure medical providers of all types.2. Works with ASU to gain quality student volunteers for necessary positions.3. Encourages community members and organizations to volunteer necessary services.4. Prepares a "Volunteer Handbook" and keeps it current.5. Develops and implements an orientation program for all volunteers.6. Confers with Clinic attorney to insure legal compliance.7. Collaborates with the Hospitality and Special Occasions Committee to plan for volunteer awards and recognitions.	<p>Members:</p> <ul style="list-style-type: none">• Chair – Teri Cleavinger• Serena Heinz
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PUBLIC RELATIONS/MARKETING:

Description:	Objectives/Tasks:	Members:
<p>The Public Relations and Marketing Committee represents the Community Care Clinic to the community and is responsible for the overall image the Clinic projects.</p> <p>It is also responsible for identifying potential patients, their needs, and how to meet those needs with Clinic services.</p>	<ol style="list-style-type: none">1. Oversees the website and assures that it is current.2. Communicates effectively with the press including area newspapers and magazines.3. Utilizes local radio and TV stations.4. Updates the Clinic brochure and related materials.5. Assists the Executive Director and Chair in promoting the CCC to area clubs and other groups through presentations and by attending meetings.6. Maintains a file of press clippings and related materials.7. Develops a “press kit.”	<ul style="list-style-type: none">• Chair – Libby Keller• Linda Lopez• Cathy LaMarre• Rebecca Faw

POLICY AND PROCEDURE:

Descriptions:	Objectives/Tasks:	Members:
<p>The Policy and Procedure Committee is responsible for creating and updating the many policies and procedures that are required in a free clinic.</p>	<ol style="list-style-type: none">1. Reviews old policies and procedures and makes recommendations for revisions as necessary.2. Develops new policies and procedures as necessary.3. Maintains an ongoing record of both new and old policies and procedures.4. Presents recommendations to the Executive Committee and if approved, to the full Board of Directors.5. Confers with the Clinic attorney and accountants to insure legal compliance.	<ul style="list-style-type: none">• Chair – Val Boughman• Ex. Director - Rebecca Moore• Clinic Director – Marian Peters• Mary Reichle
<p>Policies and procedures include those that relate to medical, clinical and personnel.</p>		

HOSPITALITY AND SPECIAL OCCASIONS:

<p>Description:</p> <p>The Hospitality and Special Events Committee supports Clinic efforts by making all volunteers and employees feel welcome and appreciated and by facilitating special occasions such as receptions and open house at the Clinic.</p>	<p>Objectives/Tasks:</p> <ol style="list-style-type: none">1. Coordinates food and refreshments for volunteers and providers when Clinic is open.2. Plans and coordinate food, refreshments when there are special occasions such as receptions and open house.3. Sends birthday and get-well messages either electronically or with notes and cards.4. Collaborates with the Volunteer Coordinator and the Volunteer Recruitment Chair to plan for volunteer awards and recognition.	<p>Members:</p> <ul style="list-style-type: none">• Chair – Shirlee Edwards• Glenda Hubbard
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