



420 East Sarnia Street
Winona, MN 55987

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Board Member Committee Descriptions

The following Committees are considered Standing Committees of the Hiawatha Valley Mental Health Center:

Personnel Committee: The purpose of the Personnel Committee shall be to assure quality operation of the Corporation with qualified and competent staff and by maintaining adequate and consistent personnel policies. The Personnel Committee shall consist of at least three (3) members.

These duties shall be met by:

- Conducting an annual review of the Personnel Policies and recommending, as appropriate, approval or revisions to the Board of Directors.
- Conducting all probationary and annual reviews of the Executive Director as necessary, recommending to the Board of Directors the removal or salary change of the Executive Director.
- Serve in an advisory capacity to the Executive Director, overseeing total staff functioning, through the Executive Director, and bringing issues to the Board of Directors as necessary.
- Monitor salary grid for current positions to assure the competitive position of the Corporation.

Planning Committee: The purpose of the Planning committee shall be develop and review short-range goals for the operations of HVMHC. The Planning Committee shall consist of at least three (3) members.

The duties of the Planning Committee shall consist of at least the following:

- Develop and review an annual program plan for the HVMHC.
- Develop and review with Executive Director any policies concerning the program services or facilities of HVMHC and recommend to the Board any actions needed to be taken.
- Assure timely evaluations of the HVMHC programs and services and make recommendations to the Board of Directors based on at least the effectiveness of programs and services in meeting the goals and objectives for which they were implemented.
- Evaluate the needs, which exist, and resources available to meet those needs in counties served.
- Assure compliance of programs and services of the HVMHC with applicable statutes, rules and regulations.
- Assure appropriate visibility of HVMHC in the communities served.



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- At least annually review the existing facilities and develop plans for upkeep and improvement of existing facilities. Review program plan in order to meet the short and long-range facility needs of the HVMHC.
- Make recommendations to the Board of Directors based upon Committee reviews and planning.

Finance Committee: The purpose of the Finance Committee shall be to assist Board in their fiduciary responsibilities. The Finance Committee shall consist of at least three (3) members. The Board Treasurer shall sit on this committee.

The duties of the Salary and Budget Committee shall consist of at least the following:

- Develop the budget in conjunction with the staff;
- Recommend to the Board of Directors the proposed operating budget;
- Monitor salary grid for current positions to assure the competitive position of the Corporation;
- Arrange and assure financing of operations of the Corporation, including the presentation of financial requests to funding sources;
- Monitor the budget currently in process and report to the Board of Directors; and
- Arrange for and present the annual financial audit of the financial records of the Corporation to the Board of Directors.

Development Committee: The purpose of the Development Committee is to assist the Development Coordinator to identify, coordinate, and pursue funding and sponsorship opportunities for Hiawatha Valley Mental Health Center. The Development Committee shall consist of at least two (2) members.

- Develop and review the short term and long term funding needs of Hiawatha Valley Mental Health Center
- Review the funding plan to ensure progress toward annual and long-range funding goals
- Work with Development Coordinator to identify and solicit funds from external sources; community leaders, businesses, foundations etc.
- Support the organization through the planning and implementation of fundraising events and campaigns
- Encourage participation by the full Board in fundraising
- Engage in advocacy and networking



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Special Committees: The President of the Board of directors may, from time to time, appoint special committees comprised of members of the Board of Directors and, with the concurrence of the Board of Directors, assign such special tasks as shall be needful or desirable for the conduct of the affairs of the Corporation. Individuals who are not members of the Board of Directors, but have special knowledge or background, may be appointed to serve on such committees in an advisory or consultative capacity. A special committee shall limit its activities to the accomplishment of those tasks for which it was appointed, and shall have no powers except those specifically conferred by action of the Board of Directors. Upon completion of the task for which such committee was appointed, the committee shall be discharged.