



About Committees at MCCA

Being part of a committee at Mid Central Community Action is a valuable opportunity for everyone, especially those who have volunteered with MCCA. Joining a committee allows you to actively contribute to our mission and make a tangible difference in the community.

Committees provide a platform for individuals to collaborate, share ideas, and participate in decision-making processes that shape our programs and initiatives.

Whether you're new to volunteering or have prior experience, your diverse perspectives and skills can help us achieve our goals more effectively.

Joining a volunteer committee at Mid Central Community Action is a chance to *Educate, Equip, and Empower* our community, making it an excellent choice for anyone looking to contribute meaningfully.

Committee Membership, Appointments and Vacancies

The President of the Board, with recommendations from the full Board, shall establish membership on standing committees. Every effort shall be made to include representation from each of the three sectors of the Board. The President shall add to the membership or fill vacancies on established committees at the Annual Meeting, or as needed, with the approval of the Board.

Executive Committee (elected from current committee members)

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and additional members if determined by the Board. The Executive Committee is authorized to transact routine and ordinary business between meetings of the Board. Additional duties of the Executive Committee shall include, but shall not be limited to:

1. Transaction of urgent business in a timely manner, which will be taken to the full Board for its ratification and/or adoption,
2. Developing and maintaining organizational structure and operating procedures of the Board and committees,
3. Consulting legal counsel on matters requiring interpretation of legal or quasi-legal documents or which may involve litigation,
4. Ensuring compliance with these bylaws and all requirements of funding agencies and governmental entities,
5. Serving as support to the Executive Director in his/her efforts to manage the Agency, and
6. Other responsibilities as authorized by the full Board for conducting Agency business.

Finance Committee

The Finance Committee shall consist of the Treasurer and at least one representative from each sector, if possible, appointed by the President. The Treasurer shall chair the Committee, and the Finance Committee shall have the following responsibilities:

1. Be knowledgeable of federal, state or local guidelines relative to the financial management of the agency;
2. Assisting, when and where applicable, in securing alternate sources of funding for agency programs and services,
3. Recommending to the Board a Certified Public Accountant to perform the annual audit(s) and reviewing the annual audits and assessing any audit exceptions and/or findings and reporting said information to the full Board, and
4. Consulting with the Executive Director with regards to appropriate operation and control of accounting and reporting systems, fiscal policies, and procedures, including signers of checks and documents.





Bylaws & Membership Committee

The Bylaws and Membership Committee shall be appointed by the Board at its Annual Meeting, and have the following duties and responsibilities:

1. Monitoring statutory and regulatory changes to ensure the Agency's bylaws remain compliant with applicable statutory and regulatory requirements;
2. Working with the Executive Director and/or designated staff to ensure compliance with the Board forms that are required for annual signature. (i.e., Board Commitment, Code of Ethics, and Conflict of Interest);
3. Monitoring grant requirements to ensure the Agency's bylaws remain compliant with applicable grant requirements; and
4. Making recommendations for revisions to the Agency's bylaws as deemed necessary.
5. Interviewing potential Board candidates and advising the Board on matters related to Board membership, including nominations, recommendations, and selection(s) of Board Directors to the full Board;
6. Maintaining a pool of potential Board Directors, monitoring vacancies and term limits of the Board, and making appropriate recommendations as deemed necessary;
7. Working with the Executive Director and/or designated staff on orientation for new Board Directors and Board Director training;
8. Monitoring and ensuring each Director of the Board completes a Self-Evaluation and Gap Matrix every 2 years; and
9. Maintaining a mentoring program for new Board Directors.

Planning and Evaluation Committee

The Planning and Evaluation Committee shall be appointed by the Board at its Annual Meeting and shall have the following duties and responsibilities:

1. Working with the Executive Director and designated staff to develop Agency programs and services;
2. Advising the Board on strategic organizational matters of the Agency;
3. Reviewing, evaluating, and monitoring all programs through consultation with the Executive Director and designated staff to ensure contract compliance;
4. Conducting all program evaluations and reviews as may be required by funding sources; and
5. Working with designated staff to review and ensure an Agency Community Needs Assessment is conducted as defined in the Organizational Standards.

Fundraising Committee:

The Fundraising Committee shall be appointed by the Board at its Annual Meeting and be responsible for:

1. Developing partnerships with the business community and other appropriate organizations, in conjunction with the Board, to explore and formulate ideas for generating additional revenues;
2. Increasing public awareness of program activities and events of the Agency;
3. Assisting with generating fundraising ideas and planning and implementing fundraising events;
4. Developing and introducing the annual Board Commitment form; and
5. Monitoring of the annual resource development plan and providing quarterly status updates to the Board.



Property Management Committee:

The Property Management Committee shall be appointed by the Board at its Annual Meeting and be responsible for:

1. Assessing and reviewing the sustainability of Agency properties to include the Transitional Housing Program, Mayors Manor, Neville House, Corporate building, and leased properties;
2. Advising on construction/repair needs at properties as brought to them by staff;
3. Assisting with identifying funding options for the maintenance needs at properties; and
4. Reviewing lease contracts, as needed.



Before you apply for a committee, consider:

1. Making sure you have a clear grasp of who Mid Central Community Action is, our mission and vision, the services we provide, and people we serve
2. Visit our website at www.MCCAInc.org to learn more about our organization
3. Signing up for our newsletter to stay abreast of things happening at MCCA
4. Signing up to volunteer, if time allows
5. Committing to making a recurring donation to fund things like Mayors Manor, our Financial Opportunity Center®, or our Countering Domestic Violence program
6. Following us on social media (Facebook, Instagram, LinkedIn, X (formerly Twitter))

To apply for one of MCCA's committees:

1. Visit our website under the Take Action menu, and select, apply for committee
-or-
2. Contact Tami Foley at 309-826-0691 or email, TamiF@MCCAInc.org

