**To**: KCRHA Implementation Board Members
**From**: Nate Caminos and Harold Odom, Co-Chairs
**Re**: KCRHA Board Officers & Committees Draft Proposal
**Date**: March 30, 2021

The following is a proposed draft structure for the Executive Officers and Committees of the KCRHA Implementation Board. Its purpose is to articulate some potential roles, responsibilities, and purviews of oversight such that the IB can deliberately organize its body of work in the months ahead. This proposal is intended to prompt initial IB member feedback and input, which Marc Dones will then use to craft a final proposal that will be advanced for a vote at the May IB meeting.

|  |
| --- |
| **Implementation Board** |
| **Executive Committee** |
| ***Co-Chairs***Roles & Responsibilities:* IB meeting agenda development
* IB meeting facilitation
* CEO Performance
* By-laws development
 | ***Treasurer***Roles & Responsibilities:* Work with CFO to review and present quarterly budget reports
* Lead Budget Committee
 | ***Secretary***Roles & Responsibilities:* Maintain and review meeting minutes
* Maintain committee membership lists
* Oversee press releases and other communications
 |

|  |
| --- |
| **KCRHA Work Plan & Performance Committee** |
| Oversight Scope | * Interim Work Plan development (April – July)
* Theory of Change development
* Equitable hiring
* Office of the Ombud
 |
| Membership | ~6 members |
| Cadence | Monthly |
| Term | Same as regular IB member term |

|  |
| --- |
| **Budget Committee** |
| Oversight Scope | * Procurement process development and review
* Budget development
* Fiscal/Audit reviews
 |
| Membership | ~4-6 members |
| Cadence | Quarterly; plus additional, as needed |
| Term | Same as regular IB member term |

|  |
| --- |
| **System Planning Committee** |
| Oversight Scope | * Sub-regional planning process
* Five Year Plan development & implementation
* CoC Planning
* Coordinated Entry for All
 |
| Membership | ~6 members |
| Cadence | Bi-Monthly |
| Term | Same as regular IB member term |

|  |
| --- |
| **Communication & Board Development Committee** |
| Oversight Scope | * Strategic communications
* Inter-governmental cooperation
* Board development
 |
| Membership | ~4-6 members |
| Cadence | ad-hoc |
| Term | Same as regular IB member term |