

# AACRC Committee Descriptions

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Committees consists of Board Members (including a Chair for each Committee), AACRC Staff, and Affiliates (Volunteer Mediators and other community Volunteers). Committee Members collaborate throughout the year on AACRC projects which align with the Mission and Vision of the Center, and which are useful and supportive to AACRC Staff. Committees also collaborate with other Committees on projects as necessary.

## Mediation and Program Support

This Committee provides guidance and oversight relating to the programs and services of AACRC, for making recommendations to the Board to ensure that AACRC programs operate consistently with the mission and goals established by AACRC, and support activities and events in support of volunteer engagement and recognition. Committee Members work on projects throughout the year and meet quarterly to review progress, goals, and develop new projects.

## Outreach

The Outreach Committee is responsible for the development and support of outreach activities for AACRC in Anne Arundel County. This Committee develops and sustains AACRC's clients, partners, and referral base. The Committee collaborates with the Staff and other Committees to maintain and develop the outreach materials for the center. The committee will work with the staff to schedule, coordinate, and facilitate outreach events and activities. All members of the committee shall have the opportunity to participate in training related to best practices for outreach, presentation skills, and partnership development. This Committee meets monthly.

## Budget and Finance

The Budget and Finance Committee consists of the AACRC Board Treasurer, the Executive Director at least two other Board Members, and Volunteers. The Budget and Finance Committee provides oversight to ensure the fiscal integrity of the organization by (1) periodically reviewing, and when necessary recommending changes to the accounting and procurement policies and procedures of the organization; (2) recommending to the Board the independent CPA to be used for conducting an annual audit; (3) causing to be reported to the full Board the results of

the annual audit; (4) reviewing, approving, and recommending for adoption all budgets and expenditure reports and any changes to the status of investment accounts prior to action by the full Board; and (5) providing support, as necessary, to assist the Treasurer in fulfilling his/her responsibilities of the office. This Committee meets quarterly, although additional meetings may be required in service of budget development.

## Personnel

The Personnel Committee consists is chaired by a Board Member and includes a representative of the Budget and Finance Committee; Volunteers are also welcome. The Executive Director serves as a non-voting member of the committee. The Personnel Committee: (1) develops, maintains and periodically updates the personnel policies and ensures that the employee manual is current; (2) develops hiring procedures, conducts interviews and recommends candidates to the Board for the selection of the Executive Director; (3) drafts and recommends to the Board a job description for the position of Executive Director; (4) with the input of the Executive Director, drafts and recommends to the Board a performance plan and evaluation criteria for the position of Executive Director; (5) with the Board President and consistent with personnel policies, meets with the Executive Director bi-annually to evaluate her/his performance; (6) reviews job descriptions drafted by the Executive Director for recommendation to the Board; and (7) participates with the Board President and Executive Director in following salary review and adjustments, as outlined in the personnel policies. This Committee meets quarterly.

## Development and Marketing (DAM)

This committee directly plans and oversees the marketing, development and fundraising activities of AACRC, recommends to the Board of Directors fundraising activities for Board approval, and reports in writing at each Board of Directors meeting the status of the its pursuits. The Committee is responsible for organizing and managing such activities to meet the goals of the Board, as (1) fundraising events, (2) individual and corporate giving, and (3) general marketing communications. This Committee meets quarterly, and consists of three subcommittees (Special Events, Board Development, and Marketing) that meet more often throughout the year.



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