

## The Advisory Board Committee Responsibilities

### SOCIAL SERVICES & PROGRAM COMMITTEE

The Program Committee will give direct attention to all programs including residential, social services, corps community centers and seasonal. The committee will also coordinate and cooperate with the Boys' and Girls' Club Council where relevant.

It is suggested that the Program Committee meet quarterly as a minimum standard.

The TSA Commander and Advisory Board Chairperson are ex-officio members of this committee.

No meeting of the committee may be held without the TSA Commander or his/her appointed representative present.

The committee chairperson should consult with the TSA Commander on the meeting schedule. The chairperson will distribute meeting notifications. Salvation Army staff are available to distribute notifications on behalf of the chairperson if requested.

Program committee members will be assigned as liaisons to individual programs to provide specific feedback to the committee. Liaisons should make frequent contact with the respective program directors, not less than monthly, to keep abreast of all facets of the program.

#### Responsibilities

##### The committee will:

- Become familiar with each program including capacity, policies, clientele, staffing, funding, etc. to properly interpret the programs to the board and community at large.
- Keep in close contact with the program directors via the program liaisons to ascertain needs, concerns, or accomplishments and assist the directors in addressing these issues or making recommendations to the board.
- Conduct annual evaluations to help determine effectiveness and community impact.
- Cooperate with the development and public relations committee in developing or requesting materials for the interpretation of these programs to private, corporate and public entities.
- Bring funding concerns to the attention of the Finance committee.
- Recommend or conduct needs assessments to determine the potential for continued or expanded programs.
- Determine opportunities to identify benefactors of TSA services to showcase in marketing efforts.