

BOARD OF DIRECTORS & COMMITTEES

Officers

Chairman
Vice Chairman
Treasurer
Secretary

STANDING COMMITTEES OF THE BOARD

Each standing committee shall have a chair and vice chair.

- Finance
- Programs
- Governance & HR
- Marketing

ROLES AND RESPONSIBILITIES OF JPA'S STANDING COMMITTEES

Finance Committee, Chair and Vice Chair

The Finance Committee is a standing committee of the Board which serves as the steward of the organization's financial condition. It is typically chaired by the Treasurer. Working in collaboration with JPA's president and CEO, the specific duties of the Finance Committee include:

- Assuring internal controls are in place and reviews them at least annually as part of the independent audit process
- Providing input and oversight of the organization's annual budget
- Reviewing monthly financial statements
- Developing and monitoring the organization's investment policy and performance
- Authorizing the organization's line of credit for appropriate business purposes; notifying the Board of any such action within 5 business days
- Reviewing the annual audit, tax form (990) and audited Financial Statements
- Communicating with and reporting to the full Board on the organization's financial status and related matters

Programs Committee, Chair

The Program Committee is a standing committee of the Board and it serves to ensure that JPA has the resources needed to fulfill its mission. Working closely with the president and CEO and Senior Director of Clinical Practices, members are charged with:

- Contributing knowledge, experience and insight to JPA programs and services (depends on member's expertise)
- Providing oversight of strategic issues related to the quality of existing or the creation of new programs
- Providing updates to the Board on programs and services
- Recommending investments needed to enhance and develop programs and services

Governance & HR, Chair and Vice Chair

The Governance Committee is a standing committee of the Board that is charged with overseeing the functioning of the board and the organization. Working in collaboration with the president and CEO, the governance committee is charged with:

- Recruiting new board members in line with the Board’s commitment to building diversity, equity and inclusion
- Coordinating with members to prepare an annual board member commitment
- Providing insights and input on significant personnel and compensation issues

Marketing, Chair

The Marketing Committee is a standing committee of the Board and it is charged with helping raise the profile of JPA through public relations, marketing, brand development and social media. The Committee is charged with:

- Approving an annual marketing plan
- Providing input on website updates and other social media tools
- Providing valuable feedback on JPA marketing materials, the JPA “pitch” and topics that JPA promotes as part of its PR initiative
- Recommending investments to the the Board in conjunction with the JPA president that aim to build brand awareness, expand markets, and expand/reach target markets

Gala Committee, Chair

The Gala Committee consists of volunteers from JPA’s Board of Directors and its Auxiliary Board of volunteers that work collaboratively on JPA’s annual Spring Benefit. The chairmanship rotates generally each year. The Committee is charged with:

- Establishing the theme of the gala
- Obtaining live and silent auction items
- Choosing the venue and menus
- Approving sponsorship levels, invitations and related materials
- Designing the program for the evening
- Creating the decorations and display
- Driving attendance

The Gala Committee works closely with the Director of Events & Media on all logistical aspects of the event including but not limited to developing the program & auction booklet, securing volunteers, all budgetary and financial matters related to the event, and staffing the event.

As of September 2019