

SERC Board of Directors
Virtual Operations Committee Meeting Agenda
August 22, 2023
9:00 a.m. – 10:00 a.m.

Virtual Meeting

- I. Call to Order**
- II. Board Meeting Review**
 - a. Committee description and proposed tasks for FY24 (see attached Board Committees: Purpose and Membership)
- III. Other Business**
- IV. Adjournment**

SERC

Board of Directors

Board Committees: Purpose & Membership

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Updated: December 2022

Committees are valuable vehicles used to accomplish a great deal of work in an organization. They are the units that take on specific and detailed work when the task is too complex and time-consuming to handle in meetings of the entire board, thus increasing overall efficiency and effectiveness.

Committee Leads and Committee Members

Role of Committee Leads

- Set the tone for committee work, ensure that members have the information they need, and oversee the logistics of the committee.
- Report to the full board on committee decisions, policy recommendations, and other committee business. Work closely with chair, executive directors, and other staff.
- Assign work to committee members, set meeting agendas, run meetings, and ensure distribution of minutes and reports.
- Initiate and lead the committee's annual evaluation, a process in which committee members review their accomplishments in relation to committee goals and reflect on areas of the committee's work that need improvement.

Role of Committee Members

- Must make a serious commitment to participate actively in the committee's work, including substantive participation in committee meetings and discussions.
- Should volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Must stay informed about committee matters; prepare themselves well for meetings and review and comment on minutes and reports.
- Should get to know other committee members and build a collegial working relationship that contributes to consensus.
- Should be active participants in the committee's annual evaluation.



Finance Committee

Committee Purpose:

SERC's Finance Committee coordinates, with the assistance of the Executive Director and the Fiscal and Finance Administrative Officer, the Board's financial oversight responsibilities. The Committee is responsible for supporting the Executive Director in the planning, development, implementation, monitoring, and evaluation of SERC's policies and programs for funding, financial management, facilities management, assets, risks, and insurance. The Committee supports the development of the annual expense budget and interprets the overall financial health of the organization on behalf of the board. Additionally, the committee supports the development of the longer-term strategic plan as well as each fiscal year's annual plan.

Committee Responsibilities:

The Finance Committee may be charged with a wide range of responsibilities such as:

- ✓ monitors SERC's financial records;
- ✓ reviews budgets initially prepared by staff, to help develop appropriate procedures for preparations that reflect consistency between the budget and SERC's plans;
- ✓ reviews and oversees the creating of accurate, complete, timely, and meaningful financial statements to be presented to the Board;
- ✓ reviews the annual budget and recommends it to the full Board for approval;
- ✓ monitors budget implementation and financial procedures, and anticipates financial problems;
- ✓ monitors and ensures safeguarding of assets;
- ✓ monitors compliance with federal, state, and other financial reporting requirements;
- ✓ works in close collaboration with other committees to ensure fiscal and financial alignment;
- ✓ and helps the Board understand SERC's finances.

Committee Members:

- Jeffrey Leake (Co-Lead)
- Agnes Quinones (Co-Lead)
- Richard Porth
- SERC's Lead – Jackie Teulings, Chief Financial Officer



Program Committee

Committee Purpose:

The Purpose of SERC's Program Committee is to provide strategic planning support and policy oversight to ensure that the SERC's focus and direction of its programs and services are aligned with the agency's vision and mission and the State Board of Education multi-year strategic plan. The committee supports the Executive Director in the development of the longer-term strategic plan as well as targeted yearly planning aligned to field demands.

Committee Responsibilities:

Acting in collaboration with the Executive Director, and the Director of Special Education Programs & Instructional Design, the Program Committee is charged to:

- ✓ Develop and recommend to the Board of Directors policies and procedures governing the programs and services to be offered by SERC to the State Board of Education, Local Educational Agencies (LEAs), Communities, and the public.
- ✓ Provide policy guidance and consultation for the Executive Director in setting priorities for programs and services.
- ✓ Establish policies and guidelines within which the Executive Director is authorized to enter collaborative arrangements with other organizations and providers of services.

Ensure that SERC:

- ✓ Has in place a program evaluation process that measures the extent to which SERC is achieving its mission;
- ✓ Regularly uses the evaluation data to inform and continuously improve SERC's programs;
- ✓ Uses evaluation data to educate the community (including funders) regarding the work and effectiveness of SERC's and its programs.

Committee Members:

- Thomas Swan
- Erin Benham
- Bryan Klimkiewicz
- SERC Co-Lead's – Marjorie Davis, Associate Director and Stephen Proffitt, Director of Special Education Programs & Instructional Design



Operations Committee

Committee Purpose:

SERC's Operations Committee, with the assistance of the Executive Director and SERC's Legal Counsel, will provide oversight and review of the agency's policies and procedures that guide the organization's practices and governance as outlined by SERC's Legislative mandate.

Committee Responsibilities:

The Operations Committee may be charged with a wide range of responsibilities such as:

- ✓ monitors compliance with legislative reporting requirements;
- ✓ annual review of Employee Handbook;
- ✓ review of Human Resources policies;
- ✓ provide guidance regarding staff compensation (e.g. benefits selection, pension consideration, salary compensation); and
- ✓ works in close collaboration with other committees to ensure that all fiscal, programmatic, and procedural practices are aligned with SERC's Quasi-Public legislative mandate.

Committee Members:

- Richard Porth
- Thomas Swan
- SERC's Lead - Michelle Weaver, General Counsel/Consultant/Legislative Liaison