Aspire of WNY, Inc. Board Member Role
Required Committee Participation

Each director must serve on one of our committees that deal with finance, program, board governance, executive compensation and performance, incident review, audit, etc. Below is a brief description of each committee and their expected commitment.

STANDING COMMITTEES

Audit Committee

The Audit Committee, also considered the Finance Committee, is required to hire an independent CPA to conduct an annual audit of the agency, as well as meet with the Auditor to discuss audit planning and audit risks. An annual evaluation of the performance and independence of the CPA is conducted using an Auditor Scorecard tool. The Audit Committee relays communications from the CPA to the governing body, such as material risks and weaknesses in internal controls identified by the CPA, any restrictions on the scope of the CPA's activities or access to requested information, any significant disagreements between the CPA and Management, and the adequacy of accounting and financial reporting processes of the organization.

The Audit Committee meets no less than twice a year based on the audit planning and completion cycles, and more often, if necessary, based on circumstances that may arise.

Board Development & Nominating Committee

The Board Development & Nominating Committee is responsible for establishing the qualifications and criteria to be met by prospective new directors and will make recommendations to the Board. The Board Development & Nominating Committee is responsible for the recruitment, evaluation, and interviewing of prospective new directors and will make nominations to the Board for filling vacancies.

The Board Development & Nominating Committee is also responsible for the nomination of officers and directors of the corporation and will present such recommendations to the Board of Directors on an annual basis, occurring at a Board meeting held in June.

The Board Development & Nominating Committee does not have a set meeting schedule, occurring as needed dependent on membership needs of the Board.

Program Advisory Committee

The Program Advisory Committee is responsible for providing programmatic information and perspective to the Board by creating a schedule of visits, presentations, and events on an annual basis and will report to the Board on its yearly plan. The Program Advisory

Committee ensures that the Board is informed of the quality and assessment of services rendered to the individuals served by Aspire of WNY.

The Program Advisory Committee does not have a set meeting schedule but is expected to meet regularly to determine an annual schedule, as well as attend scheduled visits, presentations, and events.

CEO Performance Evaluation Committee

The CEO Performance Evaluation Committee performs the appropriate evaluations of the President & CEO, based upon established and adopted evaluation tools, on an annual basis, or more frequently as necessary in the discretion of the committee or at the request of the President & CEO. The CEO Performance Evaluation Committee shall, from time to time, negotiate an employment contract with the President & CEO, setting the terms and conditions and compensation of the President & CEO. The CEO Performance Evaluation Committee reports to the Board on activities of the committee and will present their actions and recommendations during Board Governance for consideration and vote.

The CEO Performance Evaluation Committee will meet at least twice per year and more frequently as necessary, beginning in October of each year.

COMMITTEES OF THE CORPORATION

Corporate Compliance Committee

The Corporate Compliance Committee meets every other month, beginning in January, on the third Tuesday of the month at 8:30am. Meetings are in-person, with a call-in option for those who cannot attend in-person. Meetings last between one to two hours.

The Corporate Compliance Committee is responsible for the review of the corporate compliance activities of the corporation. Members are expected to review a Compliance packet in advance of meetings and come prepared with questions or areas in need of further discussion. Compliance packets are approximately 50-100 pages in length and includes meeting minutes for each incident, audit information, a summary of functions the compliance division oversees, and a review of policies as scheduled. Preparation prior to the meeting is expected to take one to two hours, dependent upon the length of the packet.

Special Incident Review Committee

The Special Incident Review Committee, also known as SIRC, is responsible for the review of any notable incidents, serious incidents, abuse/neglect, and significant incidents as defined in Part 624 of the New York State Office for People with Developmental Disabilities Handbook, as it relates to the corporation.

The Special Incident Review Committee meets every 28 days on Wednesday morning at 10am. Meetings alternate between in-person and virtual, with a virtual option for those who are unable to attend in-person meetings. Meetings last between one to two hours.

The Special Incident Review Committee is responsible for the review of a SIRC packet in advance of meetings and come prepared with questions or areas in need of further discussion. SIRC packets are approximately 500+ pages in length and include meeting minutes for each incident and final investigation reports. Preparation prior to the meeting could be one to two hours, dependent on the length of the SIRC packet.

SPECIAL COMMITTEES

Joint Investment Committee

The Joint Investment Committee meets quarterly to review the Aspire of WNY and Aspire Foundation portfolios. Meetings are held via Zoom, or in person if requested by the Committee.

As part of the quarterly meetings, representatives from the current advisor, custodian and recordkeeper, presents the activity of both portfolios for the previous calendar quarter and provides insight to the investment market activity and outlook.

The Joint Investment Committee reviews and updates, as necessary, the Investment Policy Statement governing the allocation parameters that the current advisor follows for portfolio management, determines if there is a need to make any revisions to the Investment advisor/custodian, discusses the need for liquidity anticipated in the upcoming quarter, and reviews activity in and use of funds, when applicable, in short-duration investment accounts.

Aspire Foundation

Per the by laws of the Aspire Foundation Board of Directors, three members of the Board of Directors of Aspire of WNY are to sit on the Aspire Foundation Board of Directors.

The mission of the Aspire Foundation is to increase financial resources, brand awareness, and community partnerships on behalf of Aspire of WNY in support of the agency's work in maximizing the lifelong potential of individuals with developmental and intellectual disabilities.

Each director is expected to commit to a minimum of five contacts per year on behalf of the fundraising efforts of the Foundation, support / attend a varying number of fundraising events. Each director is also expected to participate and contribute to the efforts of the Foundation's Annual Appeal. This includes, but may not be limited to, monetary contributions, sharing of materials, personalized communications, and sharing of contacts.

The Aspire Foundation Board of Directors meets as a full board bi-monthly (every two months) at 8:30am on the first Tuesday during the months of September through May.