

Adopted on: 9.12.22

Resolve New England, Inc. Standing Committee Standard Operating Procedures

Committee Composition

Each standing committee shall consist of a minimum of three (3) members as further detailed in the Standing Committee Descriptions adopted by the RNE Board on September 12, 2022. The Chair of each committee, may appoint a current or former Board member to serve as Vice-Chair.

Quarterly Meetings

The Chair of each committee shall ensure that a schedule of meetings, minimum of four (4), is set for each year by the end of December of the previous year. Additional meetings may be scheduled as needed to achieve the committee's goals.

The meeting schedule should be provided to RNE's Operations Manager for uploading to the Board section of RNE's website and sending calendar invites to committee members.

Meeting Agenda

The Chair of each committee, or their designee, shall provide a written agenda to all committee members, preferably one (1) week in advance with any necessary documents, and provided to RNE's Operations Manager for uploading to the Board section of RNE's website.

Meeting Minutes

A committee member should take minutes of each meeting and provide the written minutes to RNE's Operations Manager in a timely manner for uploading to the Board section of RNE's website.

Annual Goal Setting and Deliverables

Each committee should use either the last meeting of the calendar year or the first meeting of the new year to review the goals it set for the previous year, assess if they were met or if not, why not, and set goals for the coming year. The goals and deliverables should be included in the committee's report to the full Board of Directors at its first meeting of the new calendar year.

Board Reports

At least two (2) weeks prior to each Board of Directors meeting, the Chair of each committee shall prepare a brief written report of the committee's work since the last Board meeting. The report should be provided to RNE's

Executive Director for inclusion in the Board packet. At each Board Meeting the Chair or their designee shall be prepared to elaborate if necessary on the written report, make recommendations on items that require Board vote, answer questions, etc.