

Elaine Arsenault Fund Committee

Terms of Reference

A) PURPOSE

The Elaine Arsenault Fund was created to honor the dedication of Elaine Arsenault to mental health support, both as a Board member at CMHA-Kings and in her employment.

The purpose of the Elaine Arsenault Committee (the "Committee") is to assist the Board in fulfilling its oversight responsibilities by:

- (i) Reviewing applications received and making recommendations regarding funding based on fund guidelines;
- (ii) reviewing webpage and related documents and recommending updates as necessary.

B) DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Board assigns to the Committee the following duties and responsibilities to be performed by the Committee on behalf of the Board:

COMMUNITY BASED DECISIONS

- (1) Participate in timely review of applications based on the published Elaine Arsenault Fund Guidelines
- (2) Provide recommendations for payment to the Executive Director;
- (3) Communicate decisions to applicants;
- (4) Advocate for the fund in the community
- (5) Propose and participate in fundraising activities as necessary

OVERSIGHT

- (6) Provide written monthly reports to board of activity, including initials of applicant, date of application, purpose of application, amount requested, date of decision (approved/denied) and amount approved.
- (7) Review quarterly summary of the financial activities of the Elaine Arsenault Fund as circulated by the bookkeeping staff of the Organization.

GENERAL

- (8) The Committee is composed of three (3) members. One member will be an employee of CMHA-Kings. The other two members will be recruited from other community agencies that work with people in Kings County who live with mental illness. A staff member of any agency is expected to recuse themselves from decisions regarding applications from clients of that agency.
- (9) Committee members will be appointed by the Board every year in September.
- (10) Committee members will serve two year terms, which will expire on alternate years.
- (11) Meetings of the Committee
 - a) Meet regularly, not less than twelve times a year, and at such other time as may be requested by the Chairperson or any member of the Committee;
 - b) The Chairperson of the Committee shall set the agenda which shall then be circulated among the Committee members. Ordinarily the Chairperson will set the agenda in consultation with the Executive Director;
 - c) The Executive Director shall have direct access to the Committee and shall receive notice of and may attend all meetings of the Committee
- (12) Committee members are expected to disclose potential conflicts of interest and to recuse themselves from decisions that may materially affect them or members of their family.
- (13) The Committee will periodically review these terms of reference to ensure they continue to be appropriate and, as deemed necessary, make recommendations to the Board for improvement; and
- (14) Perform such other functions as assigned by law, the By-laws, or the Board.