

Community Resource Councils

Mission statement & statement of purpose

1. Mission

To represent and connect Susan G. Komen Greater Central and East Texas to the local community through education & outreach, advocacy and fundraising with residents and the medical and business communities.

2. Statement of Purpose

In addition to supporting the above Mission Statement, each CRC and member will do the following, while always working under the direction of and in cooperation and coordination with the Komen Greater CETX Board of Directors:

- a. Support the strategic plan of Komen Greater CETX as it applies to the local community.
- b. Create an annual work plan that meets the goals of the applicable portions of the strategic plan of Komen Greater CETX.
- c. Educate the community about Susan G. Komen generally and about Komen Greater CETX in particular.
- d. Assist the Komen Greater CETX Board and staff in developing and maintain relationships and collaborations with local entities including, but not limited to, community members, donors, media outlets, businesses & business leaders, and community service providers.
- e. Bring local issues and needs to the attention of the Komen Greater CETX Board of Directors and staff liaisons.
- f. Defer to the Komen Greater CETX Board in all areas of governance, including, without limitation, finance, administration, budget and policy matters.
- g. Coordinate with the Komen Greater CETX staff liaison to help raise funds and plan events in the local community in a concerted and organized fashion.
- h. Represent Komen Greater CETX, in conjunction with Komen Greater CETX mission staff, with local grantee partners for purposes of assuring proper activation and execution of funds

Guidelines and Relationship to Susan G. Komen Greater Central and East Texas

1. Guidelines

These CRC Guidelines function in concert with and remain at all times subordinated to the most current versions of the Komen Greater CETX Bylaws and, where applicable, the Komen Greater CETX Policy Manual.

2. Governance & Administration

The responsibility for governance and administration of Komen Greater CETX is wholly the purview of the Komen Greater CETX Board of Directors and Executive Director as set forth in the Komen Greater CETX Governing documents. As such, the CRC will defer to the Board and the Executive Director in all areas regarding finance, administration, budget & governance.

Membership

1. Number

Membership shall consist of a council of unpaid volunteers from the local service area. Suggested membership should not be fewer than five (5) or more than seven (7).

2. Qualifications

The overall membership of the CRCs shall strive to be representative of each local community and consistent with Komen Greater CETX's guidelines regarding diversity, with no discrimination based on sex, race, color, religion, age, national origin, income, sexual identity or marital status. Members of the CRCs should be actively recommended by staff, current members of the Komen Greater CETX Board, current members of a CRC or a Komen Greater CETX donor or volunteer.

3. Duties

The following expectations shall apply to all CRC members. Failure to participate actively on the CRC may result in removal from office. All CRC members shall:

- a. Take personal responsibility for understanding the role of the CRC and the governance structure of Komen Greater CETX by reviewing the governing documents, these guidelines, and requesting further information if needed.
- b. Give generously of their time
- c. Contribute financially to Komen Greater CETX, within their individual ability
- d. Attend regular meetings of the CRC. It should be noted that Komen Greater CETX welcomes supporters of all types, but that membership on the CRC is reserved for those who are able to commit to regular attendance at meetings.
- e. Attend events in the community in which they serve

4. Terms of Office

- a. General. Except as otherwise set forth below, CRC members' terms of office shall be two (2) years and may be renewed for one (1) consecutive term. Following two (2) consecutive two (2) year terms, a CRC member must rotate off the CRC for one year before beginning an additional term. For purposes of term length, a CRC member's initial two (2) year term shall be dated beginning on April 1 of the year following their election to the CRC. Any time served prior to April 1 shall not count towards the initial two (2) year term. All CRC renewal terms shall commence on April 1. The foregoing term limit shall be extended to the extent

necessary to allow someone who has been elected Chair or Vice Chair of a CRC to serve up to two (2) years in that position.

- b. To the extent possible, CRC terms should be staggered such that approximately one-third of the members complete their terms each year.

5. Removal

- a. Grounds for removal. Members may be removed from office for activities that are not consistent with the mission, purpose and goals of Komen Greater CETX and Susan G. Komen. In addition, members may be removed for failure to fulfill the duties listed herein or in the Komen Greater CETX governing documents incorporated by reference.
- b. Methods of removal. Removal shall be by a two-thirds (2/3) vote of the CRC or by a majority of the Komen Greater CETX Board. If the CRC votes to remove a member, the CRC Chair will give notice to the Komen Greater CETX Board of such removal within ten (10) days. If the Komen Greater CETX Board votes to remove a CRC member, the CRC Chair shall give notice to the entire CRC within 10 days.

Officers & At-Large Members

1. General

Each CRC shall have a Chair and a Vice-Chair. Officers will serve for one year or until their successors are elected and may be re-elected for additional consecutive terms, but no more than three (3) years in a single office.

2. Chair and Vice-Chair Selection

Each shall be nominated by the Komen Greater CETX Executive Board and approved by the Board. The Komen Greater CETX Board CRC Liaison will work closely with the current Chair and Vice-Chair during this process.

3. Chair

The Chair will conduct meetings of the CRC, assign duties to members, set agendas and work closely with designated staff to ensure that the CRC adheres to these CRC guidelines as well as the Komen Greater CETX governing documents. The Chair will serve as the primary liaison between the Komen Greater CETX Board, staff, and the local CRC.

4. Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the Chair's absence and shall perform such other duties as the Chair directs. Service as Vice-Chair shall neither be a prerequisite for service as the Chair, nor shall it be expected that the Vice-Chair become the next Chair.

5. Community Leads

At-Large members will be able to elect, within the CRC, an at-large member to be the Community Lead for Mission, Community Lead for Development, and the Community Lead for Education and Outreach. These members may also hold the title of Chair or Vice-Chair. The Community Leads will work with Komen Greater CETX staff and the Komen Greater CETX Board to engage the community in their designated areas, focused on achieving goals set forward in the strategic plan.

CRC Meetings

Meetings of the CRCs shall be held at least bi-monthly and in addition at the Chair's discretion. Meetings may be held in-person, by phone or other electronic media. Timely meeting notifications shall be given in writing by the Chair or Vice-Chair by traditional mail or electronic media. Written minutes shall be recorded, shared with Komen Greater CETX staff and Board liaisons, and kept in confidence.

In addition, the Chair and/or Vice-Chair of each CRC shall meet at least once a year with their counterparts on other CRCs. The Executive Director of Komen Greater CETX, along with Board liaisons for the CRCs will also be in attendance. The purpose of these meetings will be to exchange ideas, meet new members in other locals, and to coordinate programs, policies and goals throughout the service area.

Conflict of Interest & Confidentiality

All CRC members shall annually sign a Commitment Letter that will contain both a conflict of interest and confidentiality statement. This statement will be provided by the Komen Greater CETX staff and will be consistent throughout all of the CRCs.