

## COMMITTEE DESCRIPTIONS 2013

### Executive Committee

The executive committee is comprised of the president, vice president, secretary and treasurer of the board. It has most of the powers of the whole board. The executive committee meets as needed.

Members:

Jeffery Flynn, secretary  
Nancy Lee, vice chair

Chuck Peterson, chair  
Bob Siegfried, treasurer

### Governance Committee

The governance committee has three main areas of responsibility: 1] development and monitoring of governance policies and calendar, 2] board recruitment, and 3] board and leadership development. A member of the committee will champion each of these areas. The committee meets monthly.

Members:

Bob Brandt, chair  
Jeffery Flynn

Roberta Jones  
Chuck Peterson

### Finance Committee

The finance committee is chaired by the treasurer of the board and is comprised of board members and members of the community. It is responsible for recommending budgets to the board, monitoring the overall finances of the agency and overseeing the annual audit. The committee meets monthly.

Members:

John Atkinson  
Dan Hunt (community member)  
Nancy Lee  
Kelsey Luers

Bill Murtaugh (community member)  
Bob Siegfried, chair

### Sustainable Funding Committee

The focus of the committee is to work within the parameters of the Benevon model and to help a build sustainable funding for Clare Housing. The team will be the role model to the board. Community members serve on this committee. The committee meets bi-monthly.

Members:

Kathy Andrus  
Dan Caldwell, chair  
Lee Lewis (staff)  
Xander Lilly (staff)  
Mark Linne  
Elisabeth Loeffler (staff)

Jody Orfield (community member)  
Nick Pavlick (community member)  
Chuck Peterson  
Peter Scott  
Lynn Traun (community member)  
Debbie Wyman (staff)

### **Public Policy Committee**

The purpose of the public policy committee is to provide input and guidance for Clare Housing leadership to achieve the goal of creating policies in support of affordable and supportive housing for persons living with HIV/AIDS [PLWH/A]. The group provides information and advice to develop Clare Housing's public policy advocacy and strategies for influencing key policy makers within the legislature and state and county administrations. Community members serve on this committee. The committee meets four times a year.

#### **Members:**

Michele Boyer (staff)	Chuck Peterson
Bob Brandt	Jodi Pritchard (community member)
Jeffery Flynn	Anna Tockman, chair
Roberta Jones	David Vieths
Lee Lewis (staff)	Megan Williams (staff)
Elisabeth Loeffler (staff)	

### **Planning and Development Committee**

The P&D committee is comprised of board, staff and community members. It is responsible for providing advice and guidance to the executive director on major capital projects. Board members on the committee provide the board with an in-depth knowledge base when making decisions related to these projects. The committee meets every other month or as needed; meetings are usually an hour in duration. Members may be asked to provide advice and consultation to staff between meetings. Board members of the committee are appointed by the president of the board; community members are by invitation of the executive director.

Mark Bishop	Roberta Jones
Michele Boyer (staff)	Lee Lewis (staff)
Barb Broen	Paul Mellblom
Allan Coleman (staff)	Chris Wilson
Dan Hunt	Julie Zapp

### **Managers, Clare Apartments LLC**

Jeffery Flynn	Chuck Peterson
Nancy Lee	Bob Siegfried
Lee Lewis (staff)	

### **Managers, Clare Hiawatha LLC**

Jeffery Flynn	Chuck Peterson
Nancy Lee	Bob Siegfried
Lee Lewis (staff)	

### **Managers, Clare Services LLC**

Jeffery Flynn	Chuck Peterson
Nancy Lee	Bob Siegfried
Lee Lewis (staff)	