**ARTICLE VI**

COMMITTEES

**Section 6.1. COMMITTEES AND COMMITTEE MEMBERSHIP:**

Ad hoc committees may be established by the Coalition Chair as deemed necessary for a specific purpose or task.

Standing Committees of the Coalition shall include: An Executive/Administrative Committee. The Chair of this standing committee may designate ad-hoc committees to perform a specific task or function. Committee Chair’s shall be appointed by the Chair of the Coalition, except for the Cahir of the Executive/ Administrative Committee, who will be the Chair of the Board.

**6.1.1. Executive/Administrative Committee:** The Coalition will establish a standing committee, the Executive/Administrative Committee. This committee shall have and exercise the authority of the Coalition between scheduled meetings of the Board and when a decision must be made before the next scheduled Board meeting. This committee has the full empowerment of the Coalition to make decisions on behalf of the Board as long as quorum is present. Actions of the Executive/Administrative Committee shall be ratified by the Board at the first meeting following the action. The committee will be comprised of the chair of the board, who shall be the committee chair, the Vice-Chair, the treasurer, the secretary, and at least four additional members. The chair of this committee or by the majority of the committee, may commune Ad hoc committees for a specific purpose or task.

The Committee is charges with the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of the funds, and will ensure adequate financial controls in coordination with appropriate staff. This committee will also lead the board in regularly reviewing and updating the board committee structure, the board committee statement of its roles and areas of responsibility, what is expected of individual board members as well as recruitment and retention of board members and other activities outlined in the board governance policy. The committee will also regularly review the board’s practices regarding member participation, conflict of interest, confidentiality, and suggest improvement where needed.

**Section 6.2. COMMITTEE MEMBERSHIP**

**6.2.1.** The Chair of each committee shall be appointed by the Chair of the Coalition, except for the Chair of the Executive/Administrative Committee.

**6.2.2.** Each Coalition committee shall consist of the committee Chair and other Coalition members. Each committee shall consist of the committee chair and at least four additional members of the Coalition.

**6.2.3.** Meeting minutes shall be provided to members at least five (5) days prior to the next regularly scheduled meeting.

**6.2.4.** Notice of all committee meetings will be made pursuant to Florida Statute 286.011.