

Committee Responsibilities

Communications/Public Relations Committee

- Develop an annual communications/public relations plan for TVC
- List all appropriate groups to receive information regarding TVC
- Develop a newsletter plan and a plan to request support for TVC
- Develop an ongoing procedure to build and review a TVC mailing list

Finance/Personnel Committee

- Work with accountant to establish most appropriate financing process
- Work with TVC Executive Director to establish guidelines for utilizing TVC's financial base
- Develop an annual budget
- Monitor financial status of Family Support Network grants
- Develop personnel policies and procedures

Organizational Development Committee

- Continue to develop Bylaws and organizational policies as needed
- Develop Advisory Council and Family Policy Board membership and purpose

Policy Development Committee

- Clarify primary issues affecting children and families
- Develop proactive action plans for influencing policy
- Develop position papers on issues affecting children's mental health
- Present position papers

Program Development Committee

- Develop specific programs and areas of focus for TVC over the next two years
- Assist in development of programs that will reach across the entire state and include collaborative efforts
- Work in coordination with TVC Executive Director to implement the Family Support Network, Public Awareness and Education programs and other programs as they develop

Resource Development Committee

- Develop six month, one year and two year fund development plans with time lines
- Develop a list of prospective donors and assign individuals to make appropriate calls
- Develop a packet of information needed to make calls on prospective donors
- Organize fund development advisory committee to include individuals in a position to provide financial support or raise financial support for TVC