



## **Cabinets and Committees Roles & Responsibilities**

### **Cabinets:**

LeadingAge Illinois is comprised of various member types. These include:

- Assisted Living
- Continuing Care Retirement Communities
- Housing – market rate and subsidized
- Home and Community Based Services
- Nursing/Rehab Facilities

Each of these groups is represented by a Cabinet.

### **Cabinet responsibility:**

Cabinets are responsible for identifying the needs of the member type they represent and determining how LeadingAge Illinois can help meet those needs. They are also the governance body that works on the public policy agenda for the member type they represent. This may involve determining if a particular piece of legislation should be supported or opposed by LeadingAge Illinois, determining if LeadingAge Illinois should propose a piece of legislation and helping to write it, examining regulations and proposing changes if needed, etc...

### **Cabinet structure:**

- Up to 21 individuals may sit on a Cabinet.
- No two (2) individuals from one organization may sit on the same Cabinet.
- An appointment (term) is for three years, unless the appointee is filling an un-expired term.
- An individual may serve two (2) consecutive terms.
- Cabinets meet three (3) times per year. Virtually or onsite (the location of the meeting moves within the state).
- Cabinets elect their own President
- The Cabinet President sits on the LeadingAge Illinois Corporate Board.

### **Cabinet appointment process:**

- Individuals wishing to serve on a Cabinet must submit an application to the Nominating Committee.
- Calls for applications are issued at least once annually and as needed.
- Individuals are appointed to Cabinets by the LeadingAge Illinois Board of Directors, based on recommendations from the Nominating Committee.

## LeadingAge Illinois Cabinet Member Responsibilities

Serving on a LeadingAge Illinois Cabinet is much like serving on a Board of Directors. Your responsibility is an important one because you are a representative for your peers. The decisions you and your fellow Cabinet members make will shape the position LeadingAge Illinois takes on behalf of the member type you are representing.

You will be called on to provide leadership, guidance and to set direction for your member type. You will help lead the LeadingAge Illinois membership through issues such as decreased government funding, increased competition for clients and donor dollars, the emergence of new models and trends and the importance of demonstrating quality to consumers and government.

As Association leaders Cabinet Members are expected to:

- Work to advance LeadingAge Illinois' mission and purpose.
- Attend and actively participate in the Cabinet meetings.
- Identify and communicate to LeadingAge Illinois staff and fellow leaders the issues, trends, needs and challenges being experienced by those you are representing.
- Participate in determining how LeadingAge Illinois can help members with the issues, needs and challenges identified.
- Play an active part in and contribute to the work of the Cabinet, including but not limited to:
  - Responding to requests for information made by staff or the Board of Directors.
  - The development of the Cabinet's annual work plan (agenda setting),
  - Executing the work plan
  - Seeking solutions to member challenges and,
  - Serving on a task force and/or sub-committee when needed.
- Ensure effective organizational planning.
- Monitor and help determine what enhancements can/should be made to LeadingAge Illinois programs and services.
- Actively participate in grass roots advocacy issues personally and/or engage the participation of your staff, residents or resident families.
- Promote a positive image of LeadingAge Illinois.
- Maintain confidentiality on Association issues when needed.

## Committees:

Committee appointment process and term:

- Individuals wishing to serve on a Committee must submit an application to the Nominating Committee.
- Calls for applications are issued at least once annually and as needed.
- Based on the recommendations of the Nominating Committee, the Committee chair shall appoint the members of the committee, with the concurrence of the Board of Directors.
- Each member of a Committee shall serve for one year until the next annual meeting of the Board of Directors and until a successor is appointed.
- Each Committee member shall have one vote

## **Governance Committee**

Governance Committee structure:

- The Board Chair-Elect shall be the Chair of the Governance Committee. The Board Chair-Elect shall name the members of the Governance Committee with the concurrence of the Board of Directors at a regular meeting of the Board of Directors. The Board Chair-Elect shall choose three (3) to five (5) additional committee persons as follows: two (2) or more Directors, and one to three representatives of Member Organizations other than those of Directors.

Governance Committee duties:

- The Governance Committee shall be responsible for development of the Board of Directors, including nominations and elections to the Board of Directors and Cabinets through a Nominations Subcommittee; Board orientation; review of the Articles of Incorporation, Bylaws and Policies of the Corporation and of its affiliated organizations; Board self-assessment and improvement; and such other Board education and development as is appropriate to ensure best practices in Board operations and governance. The Governance Committee shall report its actions at each meeting of the Board of Directors.

## **Finance Committee**

Finance Committee structure:

- The Treasurer, or another Director with finance expertise who is appointed by the Board of Directors, shall be the Chair of the Finance Committee. The Finance Committee chair shall, with the concurrence of the Board of Directors, name the members of the Finance Committee at a regular meeting of the Board of Directors. The chair shall endeavor to choose members of the Finance Committee with accounting and finance expertise.

Finance Committee duties:

- The Finance Committee shall be responsible for recommending an annual budget to the Board of Directors; review of Association investments and investment policy; review and recommendation of quarterly financial statements to the Board of the Directors, and such other financial oversight as may be appropriate. The Finance Committee shall report its actions to the next meeting of the Board of Directors.