

**CHARTER AND WORK PLAN FOR POLICY COMPLIANCE COMMITTEE
SAMARITAN COUNSELING CENTER OF THE FOX VALLEY, INC.
AUGUST 2013**

Purpose and Scope of Responsibility of Committee

The Policy Compliance Committee is a standing committee chartered to assist the Board of Directors in fulfilling its responsibilities in the following areas:

- Human Resources;
- Operational Policies;
- Corporate Compliance; and
- Perform such other functions as the Board of Directors shall designate from time to time

Committee Organization and Reporting Structure

Reporting Structure

- o Committee reports to the Board Chair.
- o Committee makes recommendations to the full Board of Directors for Board's review and approval.
- o Committee is led by a Committee Chair, who is also a member of the Board.
- o Committee will provide an open avenue of communication among the senior management and the Board of Directors.
- o NOTE: The Committee might not perform the hands-on achievement of goals and objectives, but is responsible to the entire Board to ensure the goals and objectives are achieved on a timely basis.

Reports:

- o Committee provides written reports about its meetings, recommendations and actions to the entire Board on a regular basis.
- o Committee will receive and review updates on important compliance issues that have developed since the previous meeting and management responses.
- o Committee will receive and review conflict of interest disclosures and pertinent background checks.

Members:

- o Membership of the Committee is selected on an annual basis.
- o The Committee shall have at least five members.
- o Committee shall be composed of three or more Directors, one of whom should be the Board president.
- o The Executive Director and the Administrative Director shall be members of this Committee.
- o It is recommended that at least one member have human resource experience or related expertise.
- o It is recommended that at least one member be an attorney.

Meetings: The Committee shall meet at least semi-monthly or when necessary at the call of the Chair.

Experts: The Committee shall consult with appropriate expert advisors as needed.

Committee Goals, Objectives, and Timelines

The Policy Compliance Committee will associate specific objectives, responsibilities and timelines into this Work Plan. The Committee will establish annual goals specifying its principal work focus areas for the coming year.

- Goal 1: Executive Director's Performance Evaluation and Salary Review
- Goal 2: Employee Handbook Review
- Goal 3: Staff Compensation and Benefits
- Goal 4: Samaritan Operational Policy Review
- Goal 5: Samaritan Bylaws
- Goal 6: Corporate Compliance
- Goal 7: Conflicts of Interest
- Goal 8: Risk Assessment

Goal 1: Executive Director's Performance Evaluation and Salary Review

Objectives	Timeline
Review and recommend compensation and benefits to ensure it is competitive, reflects fair market value and complies with external requirements, including review of procedures used to evaluate the same.	May/June Annually
Review and assess the performance of the Executive Director and report to the Board.	Annually
For senior management, review the president's assessment of performance and approve and report to the Board of Directors appropriate compensation of the senior management team.	
Oversee the succession planning.	

Goal 2: Employee Handbook Review

Objectives	Timeline
Review handbook to reflect changes in the organization and ensure legal compliance.	Biannually beginning 2013 or as needed to deal with compliance issues or changes in policies and practices

Goal 3: Staff Compensation and Benefits

Objectives	Timeline
Review with the Executive Director that the compensation and benefits for staff are competitive and reflect fair market value and comply with external requirements based on budget and resources.	Annually or as necessary
Review and approve the 990 form.	Annually

Goal 4: Samaritan Operational Policy Review

Objectives	Timeline
Review operational policies to ensure legal and ethical compliance with Code of Ethics.	Annually or as necessary

Goal 5: Samaritan Bylaws

Objectives	Timeline
Review and recommend to the full Board of Directors changes in the Bylaws of the organization, including delegations of authority.	Biannually beginning 2012

Goal 6: Corporate Compliance

Objectives	Timeline
Oversee the policies and practices designed to ensure the organization's compliance with all applicable legal, regulatory, and ethical requirements as well as compliance with policies and reports to financial institutions, agencies and the public.	
Review changes in employee laws and compare with internal policies to ensure compliance.	
Meet with the Administrative Director without any other management present.	
Report to the Board on the corporate compliance program.	
Review and, as needed, update this Charter annually to reflect changes in accounting practices, laws, and regulatory requirements.	
Encourage continuous improvement of, and promote adherence to, the organization's policies, procedures, and practices for corporate accountability, transparency, and integrity.	As needed

Goal 7: Conflicts of Interest

Objectives	Timeline
Review the conflict of interest disclosure statements completed by Directors and officers, as well as supporting documents in accordance with the organization's conflict of interest policies and procedures. The Committee will make a determination as to the disposition of each conflict.	Annually

Goal 8: Risk Assessment

Objectives	Timeline
Review special areas of potential risk, such as policies on executive travel, or the document retention and destruction policy.	As needed
Ensure that all corporate records, legal documents and policies are together and held securely in case of disaster.	Annually