

Buildings and Grounds

Responsibilities:

This committee facilitates the process to order and perform repairs and maintenance of the building facility and grounds in addition to board approved beautification projects.

Organization Structure:

This is a standing committee responsible to the Board of Directors. The committee works closely with the BVA Business Manager and/or BVA Operations Manager.

Specific Responsibilities:

- Manages all repair and maintenance requests including maintenance contracts on building equipment and grounds maintenance.
- Maintains inventory of building supplies needed for the tasks associated with general building maintenance and/or repairs.
- Responsible to order and maintain inventory of all repair and maintenance supplies and to order and manage external repair and maintenance services.
- Assists Business and Operations Managers as the BVA contact for external repair and maintenance vendors.

Qualifications:

- Knowledgeable in building maintenance and repair
- Experience and knowledge in dealing with contractors and vendors.
- Ability to communicate to the BOD and General Membership on Building and Grounds issues as necessary.

Human Resources Committee

Responsibilities:

This committee manages the membership intake and approval process. This committee also reviews and makes recommendations regarding the benefits offered to BVA members and staff. Current benefits programs include: 401K, Volunteer Pension Plan (VPP), Uniforms, Gift Cards, Pantry, Cable TV, Laundry facilities, Internet access. The committee also is responsible for being proactive and responsive to personnel issues and work place concerns raised by paid staff and volunteers. Finally, the committee also supervises and organizes the social and sunshine activities of BVA.

Organization Structure:

This is a standing committee responsible to the Board of Directors. The committee works closely with the BVA Business Manager and/or BVA Operations Manager.

Specific Responsibilities:

- Reviews all membership applications, verifies references and interviews candidates.
- Makes recommendation (for or against membership) to the BOD.
- Notifies candidate if the BOD does not approve membership.
- Notifies Training Department to begin the internship process for approved members.
- Recommends revisions to the membership application.
- Maintains a supply of membership applications in the Dispatch Office.
- Communicates to the BOD and General Membership on a regular basis.
- Coordinates the 'sunshine' activities for BVA members and staff, including flowers and/or cards for birthdays, illnesses, births, deaths.
- Manages internal social events (picnics, holiday party, and awards banquet).
- Recommends, implements, and reviews the effectiveness of the benefit programs.
- Helps document the procedure of how the benefits are earned and awarded.
- Acts as a liaison between the Board and paid staff and volunteers on workplace issues of concern

Information Technology

Responsibilities:

The IT committee oversees the computer and network infrastructure of BVA.

Organization Structure:

This is a standing committee responsible to the Board of Directors.

Specific Responsibilities:

- Specifying, acquiring, configuring and monitoring hardware and software for servers, workstations, and laptop computers
- Specifying, acquiring, configuring and monitoring wired and wireless networks, including firewall hardware and software.
- Software administration of emsCharts and its associated components e.g., emsCharts mobile, emsCharts configuration, etc.
- Managing email, web site infrastructure, and Internet access for BVA.
- Specifying, acquiring and overseeing an IT service provider to provide technical service for BVA computer systems.
- Responding to requests for configuration changes to emsCharts for operational improvements
- Responding to user requests for password reset or IT assistance related to BVA
- Responding to requests to add, change or remove users from BVA computer resources including servers, desktop and laptop computers, network, and emsCharts access.

Qualifications:

- Knowledgeable of BVA operations, policies on Internet usage, IT best practices including standards and policies for network and data security.
- Must represent BVA in a professional manner both to its members and to our business partners.

Judiciary

Responsibilities:

This committee manages the grievance process.

Organization Structure:

This is a standing committee responsible to the Board of Directors.

Specific Responsibilities:

- Investigates the grievance by interviewing and collecting statements from those involved.
- Renders a recommendation based on the facts elicited during the interviews.
- Advises BVA attorney of pending proceedings and requests BVA attorney to be present at the Judiciary Panel meeting to protect the rights of BVA, its members and the Board of Directors.

Qualifications:

- Able to remain impartial.
- Knowledgeable of BVA's grievance policy.
- Able to provide clear documentation of interviews and pertinent conversations.
- Communicates to the BOD and General Membership when necessary.

Long Range Planning

Responsibilities:

This committee generates the project plan for those initiatives that the Board of Directors has established for BVA.

Organization Structure:

This is a standing committee responsible to the Board of Directors.

Specific Responsibilities:

- Plans the scope of work for each project.
- Writes the RFP and identifies vendors for each project.
- Works with Business Manager in the review and recommendation of a vendor selection to the Board of Directors for the project.
- Communicates to the BOD and General Membership on a regular basis.

Qualifications:

- Knowledgeable of business processes in documentation, follow up and reporting.
- Knowledgeable of BVA's goals and strategic plan, operations, able to answer questions.
- Must represent BVA in a professional manner.

Nomination, By-laws, and Archive

Responsibilities:

This committee manages the Board of Directors election process, the by-laws, and maintains the organization's documents

Organization Structure:

This is a standing committee responsible to the Board of Directors. This committee works closely with the BVA President.

Specific Responsibilities:

- Nomination:
 - Determines the number of vacant BOD seats each year
 - Secures nominations and coordinates the nomination process
 - Creates the ballot and provides instructions for absentee voting
 - Coordinates the election process including all notifications, verifications, voting, vote counting, and communicates the election results to the General Membership
 - Communicates with the BOD and General Membership as necessary
 - Performs notifications and tasks within the timeline stated in the BVA by-laws
- By-laws:
 - Reviews by-laws and brings any issues to the attention of the BOD
 - Discusses recommended changes, if any, with the President followed by the BOD; changes approved by the President and the BOD are presented to the General Membership for approval
 - Provides copies of the by-laws to the General Membership
- Archival:
 - Document changes to the by-laws
 - Compiles and ensures the currency of all documents related to BVA
 - Ensures General Membership has full access to non-confidential documents
 - Ensures confidential documents are available only to the appropriate people
 - Retains records of BOD minutes and decisions

Qualifications:

- Knowledgeable of BVA's nominations procedures and by-laws and able to answer questions from the membership related to the process
- Able to communicate effectively with the Operations Director, Training Director, Business Manager, BOD, committee chairs, and general membership
- Have strong organizational skills
- Be familiar with Microsoft Office and Adobe Acrobat
- Must represent BVA in a professional manner

Public Relations/Recruitment

Responsibilities:

This committee works with external agencies and organizations to promote BVA.

Organization Structure:

This is a standing committee responsible to the Board of Directors.

Specific Responsibilities:

- Coordinates all BVA public events (BVA Open House, July 4, Brighton Night Out, etc.).
- Prepares BVA Media Releases
- Assists with the Community Education Committee to develop, publicize and present programs to educate Brighton residents about safety and health issues, and about BVA
- Assists with activities to obtain grants.
- Assists the Membership Committee to publicize recruitment of new members.
- Coordinates the Loan Closet program
- Communicates to the BOD and General Membership on a regular basis.

Qualifications:

- Knowledgeable of BVA operations, policies on Public Relations and Recruitment, able to answer questions.
- Must represent BVA in a professional manner.

Town Liaison

Responsibilities:

This committee manages the relationship between the Town of Brighton and BVA.

Organization Structure:

This is a standing committee responsible to the Board of Directors.

Specific Responsibilities:

- Manages the BVA contract with the Town of Brighton.
- Works with Town officials on issues concerning the Town and BVA.
- Communicates to the BOD and General Membership on a regular basis.

Qualifications:

- Knowledgeable of BVA's responsibilities to the Town of Brighton
- Knowledgeable of BVA's operations, able to answer questions.
- Must represent BVA in a professional manner.