

**Child Advocacy Center**  
**Executive Committee Governance Structure**

The Mission of the Child Advocacy Center (CAC) is to provide a comprehensive community response to individuals and families affected by abuse and neglect.

The Executive Committee has the delegated general power to guide and lead the affairs of the CAC, and the power, to adopt rules and regulations governing the action of the Executive Committee. In the conduct of business, there shall be the expectation of decision by consensus, but any voting member can call for a vote on any issue brought before the Executive Committee. The Executive Committee will oversee the following items including, but not limited to: protocols, budget, partner financial participation, partner roles, Executive Committee members, and conflicts of interest, Quality of services, Sustainability, and NCA Accreditation Standards.

The Executive Committee shall be constituted from the body of the multi-disciplinary team (MDT) of the CAC. The voting members of the Executive Committee shall consist of one representative each from the following agencies of the MDT: children's services, crime victim services, prosecutor's office, hospital, board of developmental disabilities, sheriff's office, and police department. Adding and replacing members to the Executive Committee will be determined by the Executive Committee.

The Director of the CAC is an ex officio member of the Executive Committee without vote. The Director of the CAC will convene and chair meetings of the Executive Committee and be responsible for recording and distributing the meeting minutes. The Executive Committee may meet without the director of the CAC when discussing items specifically related to the

director's salary, conflict of interest, or disciplinary actions against the director.

Executive Committee meetings will be held quarterly; however, the committee may meet more frequently, as determined by the committee. Decisions on matters before the Executive Committee may be made in the interim between meetings by majority vote conducted by email or letter; all interim decisions will be confirmed and entered into the minutes of the next scheduled meeting. Email votes will be addressed by the director of the CAC or his/her proxy as quickly as needed. Partner agencies may bring additional representatives or guests from their organization as needed to conduct the committee meetings or for training purposes. Each Executive Committee agency shall have only one vote, and a substitute member may vote for their organization if such authority was provided by the organization.

A majority of the Executive Committee voting members shall constitute a quorum for the transaction of business at any meeting of the MDT Executive Committee. Members of the MDT who wish to present matters for consideration must do so through an Executive Committee member.

The Committee Members acknowledge that any potential or actual conflicts of interest that arise during the term of service as a committee member will be disclosed in a timely manner to the entire committee.

Crime Victim Services shall be responsible for hiring the Director of Child Advocacy Center upon recommendation of the Executive Committee and may terminate the Director of the CAC at any time according to the policies and procedures of Crime Victim Services. If the Executive Committee wants to address issues regarding the Director of the CAC, the committee will address them with the Crime Victim Services, the supervisor of the Director of the CAC.

The supervisor of the Director of the CAC will then take appropriate actions, and when appropriate report back to the CAC Executive Committee.

The Executive Committee governance structure may be altered, amended or repealed and a new structure may be adopted by majority vote of the Executive Committee, if at least fifteen (15) days written notice is given of intention to alter, amend or repeal the bylaws or to adopt new bylaws to all members.