



Cabinets and Committees Roles & Responsibilities

Cabinets:

LeadingAge Iowa 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 Iowa 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 Iowa, determining if LeadingAge Iowa 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.
- Up to two people per location can serve on a Cabinet regardless of their affiliation with a corporate parent.
- An appointment (term) is for three years, unless the appointee is filling an un-expired term.
- No voting Cabinet members other than the Cabinet President shall serve more than two (2) consecutive full terms; however, voting Cabinet members shall be re-eligible for appointment following a one (1) year absence from serving on the Cabinet.
- 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 Iowa Corporate Board.
- The Cabinet President shall be elected for a two (2) year term and shall not be eligible to serve more than three (3) consecutive terms in the same office.

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 Iowa Board of Directors, based on recommendations from the Nominating Committee.

LeadingAge Iowa Cabinet Member Responsibilities

Serving on a LeadingAge Iowa 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 Iowa 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 Iowa 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 Iowa 's mission and purpose.
- Attend and actively participate in the Cabinet meetings.
- Identify and communicate to LeadingAge Iowa staff and fellow leaders the issues, trends, needs and challenges being experienced by those you are representing.
- Participate in determining how LeadingAge Iowa 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 Iowa 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 Iowa.
- 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

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.

Public Policy Committee:

Public Policy Committee Structure:

The committee is comprised of the PAC Board plus up to 9 additional members interested and willing to participate in the advancement of policy and legislative initiatives on behalf of the members of the association.

Public Policy duties:

To provide timely feedback to proposed legislation and/or amendments offered by other parties and/or legislative authors.

To testify at legislative committee hearings and special hearings remotely or in person as deemed appropriate.