

**CHARTER OF THE ADVISORY COMMITTEE OF
PREVENT CHILD ABUSE INDIANA,
A Division of The Villages of Indiana**

Introduction

Prevent Child Abuse Indiana (PCAIN) is a division of The Villages. The vision of PCAIN is to make Indiana a state in which children flourish free from abuse and neglect. PCAIN works with community, state, and national groups to expand and disseminate information about child abuse prevention. Further, it translates that information into action through the development of sound child- and family-oriented policies, community-based prevention activities, public awareness, and educational initiatives.

This Charter outlines the responsibilities of the Advisory Committee to PCAIN with respect to the duties of individual members. The Advisory Committee is responsible for overseeing the governance and supporting the efforts of PCAIN.

Purpose of the Advisory Committee

The Advisory Committee functions similar to a board of directors but its decisions are not binding on The Villages' Board of Directors. The role of the Advisory Committee is to make recommendations to The Villages' Board of Directors concerning the priorities and operations of PCAIN. Additionally, the purpose for the Advisory Committee is to provide resources, information, and guidance to the PCAIN Leadership Team to assist in achieving their mission. The members will discharge their duties in accordance with the vision and mission of PCAIN as a division of The Villages.

Committee Membership

In accordance with The Villages By-Laws, Section 6.2, the Board of Directors shall appoint the Advisory Committee and the Chair of the Advisory Committee shall be a member of the Board of Directors. The Advisory Committee shall consist of at least 7 members and no more than 15 members. Members other than the Chair are not required to be members of the Board of Directors. Prior to the quarterly Board of Director's meetings, the Advisory Committee shall make recommendations to the Board of Directors concerning the selection of new members for the Advisory Committee. The Governance Committee of the Board of Directors, in consultation with the Advisory Committee, shall determine the process for appointing the chair.

The Advisory Committee may form subcommittees as it deems appropriate. Subcommittees may be formed to address special projects for a limited period or may become standing subcommittees for a particular purpose.

Organization

The Advisory Committee shall hold meetings at least quarterly and shall meet more frequently as circumstances require. The Advisory Committee shall keep minutes of the meetings and the Chair shall provide reports of the Committee's activities at each of the

meetings of the Board of Directors. The Chair and the Director of PCAIN shall, in consultation with other Committee members, set the agenda for and preside at the meetings. Decisions shall be made by a majority of those present at the meeting. Any conflicts of interest will be monitored by the Board of Directors.

The Advisory Committee shall be supported by the Director of PCAIN, an employee of The Villages.

Responsibilities

- Participate in PCAIN Advisory Committee activities. Attend 3 out of 4 quarterly meetings per year, personally, virtually, or by conference call.
- Committee members are encouraged to support The Villages' and PCAIN special events, fundraisers and "friend-raisers". This includes planning, organizing, participation, and facilitating events that directly benefit PCAIN, such as child abuse prevention month activities and fund raisers.
- Committee members are expected to accept responsibility for ensuring the vision and purposes of PCAIN are continued as a division of The Villages. Offer input of PCAIN to be presented as recommendations to The Villages' Board.
- Become familiar with PCAIN's needs and its vision for the future. Develop an understanding of the issues related to child abuse as well as programs and services offered by The Villages and PCAIN in this area. It is also recommended that members become familiar with The Villages and regularly read the publications of PCAIN and The Villages.
- Make a personal financial commitment to meet Committee goal of 100% participation and support development initiatives. Financial commitment at any level can be through the support of PCAIN individually (i.e. may include support at PCAIN events) or The Villages generally.
- Be an ambassador within the community at large. Share the story of PCAIN. Serve as an advocate for vulnerable children and families. As community needs and opportunities are identified, communicate the information to PCAIN staff. Enhance PCAIN's public persona.
- Participate in identifying and cultivating individuals who may be interested in becoming volunteers and/or philanthropic partners.
- Represent PCAIN and The Villages at special fundraising, friend-raising and community events to market and promote the mission of the agency.

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