

Peter Paul

Services Committee Charter

Mission: The Peter Paul Services Committee provides oversight of Peter Paul's direct services to ensure the organization is providing relevant, responsive, and quality programs that educate the child, engage the family, and empower the community; and that these programs are aligned with the strategic plan. The Services committee does this by:

- **Evaluating programs for appropriateness in response to community interests and needs**
- **Ensuring compliance with legal and regulatory requirements (e.g. licensure, grants)**
- **Requiring proper documentation and established metrics of all programs**

Specific Roles and Responsibilities:

- Create Peter Paul entry points to increase student numbers with target schools/organization
- Embed family engagement into all programs and activities
- Engage community assets within programming
- Identify gaps in services to children and families, and potential partners to fill the gaps
- Review current services and consider service delivery reconfiguration for financial and quality reasons
- Set an objective for each program component, and regularly assess each component to determine if objective is being met
- Document and refine the model for quality management and replication
- Discuss with management and review with Board any significant program concerns (e.g. participant safety, compliance)
- Services Committee will request Executive Committee to approve any programmatic matters that require expeditious handling prior to normal full Board approval

Authority and Reporting Requirements:

- Work closely with the Strategy Committee to align goals, and to clearly delineate Committee responsibilities
- Report to the Board at scheduled meetings or more frequently, as needed.
- Present items that need expeditious approval to the Executive Committee

Committee composition:

Committee Chair: Christa Coleman

Committee Members (Board): Hillary Parkhouse, Jessica Brooks, Tameka Daniels

Committee Members (Staff): Dr. Stephanie Bassett, Lamont Bagby, Kim Young, Sarah Young

Committee Member (Community Volunteer): Nancy Campos

Meeting frequency: Monthly, and as needed for input and guidance on issues that lead to program changes (e.g. COVID response)

November 2020