

# DCET/Believe in Yourself, Inc.

## I AM INTERESTED IN SERVING IN THE FOLLOWING COMMITTEES

- Executive Committee**  
The Executive Committees shall consist of the Corporation's Board President, Vice President, Secretary, Treasurer and the Executive Director. This Committee shall have the general responsibility for overseeing the board's business. This committee filters out routine business and over sees operations of the board often acting on behalf of the board during on-demand activities that occur between meetings. This committee will be responsible for: meeting prior to the full board meeting, helping and designing the agenda for the full board meeting or handle emergency situations.
- Board Development Committee** – (was called **Nominating Committee**) this committee shall consist of at least (2) directors and the Executive Director and shall serve for a term of two years. This Committee shall have the general responsibility for the recruitment, recommendation and orientation of new board members. Also this Committee is responsible for continuous development of board members.
- Finance Committee** This Committee shall consist of at least (2) directors who shall serve for a term of two years. The Finance Committee shall have the general responsibility for all income, expenses and assets of the Corporation with an emphasis on budgeting.
- Program Committee** (Overseeing the Educational and Cultural Activities of DCET) the Program Committee shall consist of at least (2) directors who shall serve for a term of two years. This Committee shall have the general responsibility for: reviewing and overseeing the delivery of quality programs to an appropriate number of DCET clients. It shall set policies for nature and quantity of program offered and evaluates programs in terms of the Corporation's mission statement. This committee shall coordinate recognition of participants and volunteers.
- Human Resource Committee** - This Committee shall consist of at least (2) directors who shall serve for a term of two years. The Human Resource Committee shall have the general responsibility for: reviewing personnel Policies and procedures, function as needed as an appeals board under the personnel policies; and becoming a search committee if it becomes necessary to hire an Executive Director.
- Marketing Committee** – The Public Relations Committee shall consist of at least (2) directors who shall serve for a term of two years. The Public Relations Committee shall have the general responsibility for: coordinating efforts to increase the Board and Community's knowledge about the Corporation's programs and activities and also has the responsibility to develop and implement the Corporation's Marketing Plan, which includes: Help Identify potential markets, promote the programs, develop and implement collateral marketing tools to promote the programs. Such as newsletter, website, brochures, pamphlets, etc
- Fundraising Committee** - The Fundraising Committee shall consist of at least (2) directors who shall serve for a term of two years. The Fundraising Committee shall have the general responsibility for: developing and help implement a fundraising plan for the Corporation's projects and operation.
- Properties/IT Committee** - The Fundraising Committee shall consist of at least (2) directors who shall serve for a term of two years. Its major responsibility is to ensure and supervises that all short and long term goals activities related to our technology Plan are accomplished.

**NOTE:** The Executive Committee is a permanent standing Committee as stated in the Bylaws.

Appointment of Chairperson:

Board President - Curtis Jackson

Vice President - Vacant T

Secretary - Cheryl Oertel

Treasurer - Carole Lawrence

Nominating Committee: - Elvia Wallace-Martinez

Finance Committee: Everett Burton

Human Resource Committee - Vacant

Program Committee- Josie Flores

Marketing Committee - Cerise Carter

Fundraising Committee - Elvia Wallace-Martinez

Properties/IT Committee - Felipe Lezama

My Name: _____ My Mobile Number: _____
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