

## HEALTH CARE FOUNDATION OF GREATER KANSAS CITY

### ADMINISTRATION AND LOGISTICS COMMITTEE

The Bylaws of the Health Care Foundation of Greater Kansas City (HCF), Section 6.2 Other Committees, state:

**6.2 Other Committees.** Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be Directors and/or Officers of the Corporation, and the Chairperson of the Board shall appoint the members thereof. Any member thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Corporation shall be served by such removal.

The following, upon approval by the Board of Directors, shall constitute the Charter of the Administration and Logistics Committee, and is intended to provide the general scope of the work of the Administration and Logistics Committee.

This Charter of the Administration and Logistics Committee, which is approved by the Board of Directors, constitutes a statement of the Committee's authority, structure, and responsibilities. It provides guidelines for the Committee's interactions with the Board and management.

#### Authority

The Administration and Logistics Committee shall review substantive personnel policy and benefits changes and forward to the Board of Directors for approval. The Committee will oversee the process for compensation and benefits review.

The Committee shall oversee the strategic planning process insuring it provides clear objectives to meet HCF's mission. Board committees should contribute to the strategic plan and provide oversight in keeping with their charter.

This Committee will strictly adhere to the conflict of interest policy that was adopted by the Board of Directors on March 17, 2005 and approved by the Missouri Attorney General on April 18, 2005.

#### Composition

The Administration and Logistics Committee shall consist of not less than three members of the Board. The members of the Administration and

Logistics Committee shall be elected by the Board for terms of one year. The Board shall elect one of the members of the Administration and Logistics Committee to serve as the Chair; provided, however, that no member of the Administration and Logistics Committee shall serve more than two consecutive one-year terms as Chair of the Administrative and Logistics Committee.

#### Meetings

The Committee shall meet a minimum of biannually.

The Committee shall regularly submit approved minutes of their meetings to the Board. These will be posted on the Health Care Foundation of Greater Kansas City website for public view.

#### Responsibilities

The Committee shall oversee the process of establishing compensation ranges, benefits and associate policies. The Committee will oversee the strategic planning process. The Administration and Logistics Committee's primary duties and responsibilities include:

- Review staff recommended substantive changes to associate policies and practices included in the associate manual.
- Review process for assessing and establishing compensation ranges and benefits to ensure that they are competitive to attract and retain quality staff consistent with the Foundations Guiding Principles.
- Oversee the strategic planning process for the Board of Directors.
- Coordinate HCF board retreat every other year or as needed.
- Ensure that processes for the selection of professional service providers involves adequate review of potential advisors/consultants or other steps deemed appropriate by the responsible committee.

#### General Responsibilities

- Periodically perform a self-assessment of the Administration and Logistics Committee.
- Provide an annual disclosure that the Administration and Logistics Committee's responsibilities were fulfilled under its Charter during the last year.
- Assess the adequacy of this Charter on an annual basis, or as often as conditions warrant.
- Perform any other activities consistent with this Charter, as the Committee or the Board deems necessary and appropriate.