

Veterans Home of California at Yountville
ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES

1 June, 2009

COMMITTEES

Policy Number	AC 06-0200
Subject	Select Committees
Adopted	6/1/09

1. **Purpose:** When it so desires, to facilitate its operation, the Allied Council may create Select Committees and charge them to investigate, gather data, or research special and specific matters or issues and report their findings and recommendations to the Council.
2. **Creation:** The Council shall create and charge all Select Committees by adoption of a Policy and Procedure (P & P) by two-thirds (2/3) roll call vote. The P & P shall state clearly the charge to the committee and the time within which the charge is to be accomplished.
3. **Composition and Appointment:** Subject to approval by the Council, the Chair of the Allied Council shall appoint the Chair of all Select Committees. Except as may be otherwise stipulated when the committee is created, other committee members shall be selected by the Committee Chair and are subject to approval by the Allied Council.
 - a. **Vice-Chair:** Where a Select Committee is required to have a Vice-Chair, the appointment shall be made by the Committee Chair. Except when acting as the chair, the Vice-Chair shall enjoy the same privileges as other committee members. In the event of a vacancy of the Committee Chair, the committee Vice-Chair assumes the position of Acting Chair until a new Committee Chair is appointed.
 - b. **Members:** The membership of each Select Committee shall be as many as needed to adequately accomplish the specific charge of the committee, but in no case less than five. The number of members and their qualifications may be stipulated in the Policy and Procedure establishing the committee.
 - c. **Representative Members:** Where committee members are required to be representative of domiciliary or care units of the Home, the selection made by the Committee Chair shall be in consultation with and approved by the elected Delegate for that unit.

Veterans Home of California at Yountville
ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES
September 12, 2012

Committees

Policy Number	AC 06-0201
Subject	Quality of Life
Adopted	09/12/12
Revised	

1. Purpose: Promote the general welfare of the members of the Veteran's Home in Yountville, CA.

2. Charge: To support some of the activities/enterprises previously operated by the Post fund Enterprises.

- (A) To assist with the management of the activities/enterprises as agreed under the terms and conditions set forth by the Administrator. (Military Veterans Code sections 1047- AB1739, Allen)
- (B) Provide ongoing support to and coordination with Therapeutic Activities assist with development of the Morale, Welfare and Recreation budget. And assist with promoting events.
- (C) Each activity/ enterprise will have a manager, appointed by the Therapeutic Activities Office in coordination with the Quality of Life Committee and the Member Helper Program, The manager will be Responsible for implementing the operating plan in conformance with The activities/ enterprises Administrative Policy. Managers may be responsible for more than one enterprise.
- (D) This committee may provide suggested changes to the operation of any activity/enterprise.
- (E) The Quality of Life Committee will coordinate the implementation of Budgets and monitor the daily operation the various activities/ enterprises.

3. Membership:

- (A) Voting members: The voting members shall be the Chair and Vice Chair of the Quality of Life Committee, managers of the various Activities/enterprises, and five resident members.
- (B) Ex-officio non-voting Members: Administrator or designated representative, Chair or Vice chair of the Allied Council, Chair of

Veterans Home of California at Yountville
ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES
1 May, 2009

COMMITTEES

Policy Number	AC 06-0200
Subject	Audit Committee
Adopted	June 2009

1. Purpose: In order to insure monitor complete fiscal accountability, an audit committee shall be established appointed each year to audit examine the financial records and files of the Council with respect to their accuracy and completeness. reporting to the Council its findings as to completeness and accuracy.

2. Definitions: Records: It is the policy of the Council that records are to be complete and accurate as prescribed in the Bylaws, P&Ps and actions of this body. Who does this?

a. Financial records: Cash ledgers, bank statements, cash receipt vouchers, cash disbursement receipts, inventory of assets and any other files which will verify financial transactions.

b. Files: Complete, approved minutes, Policies and Procedures and other records required by the Bylaws and other actions of the Council.

3. Policy: It is the policy of the Council that records are to be complete and accurate as prescribed in the Bylaws, P&Ps and actions of this body.

4. Responsibility: It is the responsibility of the Audit Committee and its Chairman to perform the examination and audit as prescribed by the Bylaws and the P&Ps and the charge of this Council.

35. Appointment: At the regular meeting in January, the Council shall appoint a Chairman and two committee members to serve on the Audit Committee. The Chairman of the Allied Council shall not serve on the Audit Committee. The Committee shall perform an annual audit and an audit each time the Secretary/Treasurer position is vacated and report their findings in writing directly to the Council.

4. Minor Records: The Audit Committee shall evaluate all records and files, recommending to the Council for disposal all those which because of their nature and age have no future value.

5. Financial Records: All financial records shall be retained for a period of seven years.

8. Authority: Allied Council Policy & Procedure 08-0100.

reporting to the Council its findings as to completeness and accuracy.

History:

This P & P was adopted 25 May 1989 as AC 08-0110, and amended 13 Nov 1996 and 14 May 2008, but nature of revisions is not evident.

AUDIT COMMITTEE

The existing P & P related to the Audit Committee is unrelated to anything that actually takes place. The Committee recommends that it be rescinded in the adoption of the Policies and Procedures Revisions, and that a new Special Committee be appointed to examine the need for and the nature of a review of financial transactions made by the Home on behalf of the Allied Council and on behalf of other entities supported by the MWRF funds and Post funds.

Veterans Home of California at Yountville

ALLIED COUNCIL OPERATIONS MANUAL
POLICIES AND PROCEDURES

9 June, 2014

COMMITTEES

Policy Number	AC 06-0220
Subject	ALLIED COUNCIL BUSINESS OFFICE
Adopted	07/09/2014
Revised	06/10/2015

- 1. Charge:** The Allied Council shall maintain a Business Office to perform the functions required to comply with the mission of the Council.
- 2. Policy:** It is the policy of the Council that all office functions of the Council be Performed at the Business Office of the Allied Council.
- 3. Responsibility:** The Allied Council and the Council Chair and/ or Vice Chair shall monitor the functions of the Business Office and review the performance of the staff.
- 4. Reporting:** The Office Manager of the Business Office shall report weekly to the Allied Council
- 5. Staffing:** The Business Office shall be staffed as follows:
 - (a) Chair as Chief .Executive Officer
 - (b) Vice Chair as Chief Operating Officer
 - (c) Treasurer – Chief of Staff for the Council;
 - (d) Secretary;
 - (e) Office Manager;
 - (f) Researcher;
 - (g) Office Assistant (s).
- 6.** The Allied Council Chair shall delegate duties, For the Office Manager and Researcher. And
The Office Manager shall delegate office duties to the Treasurer-Chief of Staff, Secretary, Office assistant.(s)

History:

Adapted

07/09/2014

Revised

Item # 5 a , b,c & #6 6/10//2015