



**CONFLICT RESOLUTION CENTER OF MONTGOMERY COUNTY, INC.
Committees and Task Forces
June 2010**

Board Committees

Finance and Audit Committee

Mission: Budget for and operate within expected income, and recommend changes to budget and operating plan as expected resources and program demands change. An audit subcommittee is responsible for supervising our annual audit and the preparation of the IRS form 990.

Skills needed:* Financial literacy and knowledge; ability to develop and monitor an organizational budget; comfort and familiarity with financial terms; knowledge of QuickBooks.

Contact: Bob Scholz, 202-550-9142 or Carolyn Stilwell, 301-942-2181

Governance Committee

Mission: Works to ensure that we have a strong, competent, and well-balanced Board now and in the future, and that our bylaws and policies are appropriate and up-to-date.

Skills needed:* For recruitment -- Knowledge of people in the community; willingness to talk to people about the Board; outgoing personality. For policies and bylaws - strong writing skills; detail-oriented; legal knowledge helpful but not required; experience on other boards and/or governance knowledge base also helpful.

Contact: Holly Cooper, 301-897-0349

Strategic Planning Committee

Mission: To prepare for and conduct periodic strategic planning retreats, and to make annual planning and assessment integral parts of how we do business.

Current goal: To clarify CRCMC's goals, vision, and values, and develop a plan to guide us during the next three years.

Skills needed:* Strategic planning experience, ability to research needs in the community and CRCMC's strengths and weaknesses, ability to see the big picture, ability to organize lots of material and digest it into brief but clear written summaries, comfort with public speaking, ability to facilitate a meeting of about 20 people, and love of CRCMC and passion for making it even better.

Contact: Wayne Swann, 301-266-7789, or Carolyn Stilwell, 301-942-7700

Executive Director Committees

Financial Development Committee

Mission: Work with the Executive Directors to identify sources of funds for CRCMC, develop strategic plans for pursuing prioritized list of funding sources, and ensure that the plans are executed.

Skills needed:* Familiarity with, or ability to research, any of the following: the county's business or legal communities; local ethnic, racial, or religious communities; county government and local politics; local philanthropists or foundations. Willingness to learn to talk about money and to ask people for money; fundraising knowledge; ability to organize events; ability to develop creative methods to encourage donations; experience obtaining government or private grants; strong persuasive writing skills; comfort and experience with public speaking; experience with, and enjoyment of, networking.

Contact: Donnie Meurer, 301-942-7700, Mike Harris, 240-450-0597, or Harold Kessler, 301-384-5488

* Skills needed are listed to provide an idea of what we need for the committee or task force. No one person is expected to have all the skills listed.

Outreach committee

Mission: Increase awareness of CRCMC's services and recruit new mediators and Board members particularly among demographic groups underserved by CRCMC.

Skills needed:* Familiarity with any of the following: the county's business or legal communities; local ethnic, racial, or religious communities; county government and local politics; local philanthropists or foundations. Ability to organize events; comfort and experience with public speaking; experience with, and enjoyment of, networking; ability to convey excitement about CRCMC; organizational skills.

Contact: Carolyn Stilwell, 301-942-2181, or Donnie Meurer, 301-942-7700

Facilitation Committee

Mission: Works with Executive Directors to sustain and improve CRCMC's community facilitation program, by doing intake, design, facilitation, training, and fundraising for facilitations of small and large group meetings and workshops (but not IEP meetings), including information exchange and consensus building processes, which typically involve some public or community resource or facility.

Skills needed:* Experience facilitating small or large groups, experience training facilitators, ability and willingness to write grant applications, willingness to work collaboratively with committee members and Executive Directors.

Contacts: Richard Alper, 202-338-4034, or Donnie Meurer, 301-942-7700

Community Solutions Task Force

Mission: To upgrade and expand the scope of facilitation and other collaborative processes to meet community needs related to conflict, problem solving, and finding solutions for community groups, whether non profit, for profit or local government.

Skills needed*: Mediation skills, strong listening and communication skills, organizational development/systems approaches, understanding of group dynamics, ability to plan and conduct a meeting, ability to stay calm and focused, experience writing grant applications or preparing budgets.

Contacts: Richard Alper, 202-338-4034, or Donnie Meurer, 301-942-7700

Senior Mediation Task Force

Mission: To oversee the development of senior mediation services in Montgomery County, including training, outreach, and financial development.

Skills needed*: Familiarity with senior mediation and concerns of seniors, interest in outreach and strategic planning.

Contact: Wolfgang Mergner, 301-587-3050, wolfgangjmergner@att.net

* Skills needed are listed to provide an idea of what we need for the committee or task force. No one person is expected to have all the skills listed.