

## **SRC COMMITTEE STRUCTURE**

### **Advocacy, Outreach, & Education Committee (AOE):**

This committee plans and recommends to the full SRC activities to be undertaken in the name of the SRC that:

- Advocate for issues that affect the mission of HireAbility Vermont and the people that HireAbility serves; and
- Educate the general public and specific audiences about Vocational Rehabilitation and HireAbility issues.

Any activities proposed or planned by the committee will be subject to review and approval by the full SRC before they are implemented. (The Advocacy, Outreach & Education Committee meets in the afternoon of the first Thursday of January, March, May, September, and November, immediately preceding the Steering Committee meeting).

### **Performance Review Committee:**

This committee monitors and analyzes how well HireAbility Vermont is serving its customers. It gives input to the full SRC regarding the development of measures of performance (including the Needs Assessment survey and customer satisfaction and employer satisfaction surveys), reviews available statistical data and measures of performance, and makes recommendations to the full SRC regarding the content of the State Plan. (The Performance Review Committee meets in the morning of the first Thursday of February, April, June, and December).

### **Policy & Procedures Committee:**

This committee systematically reviews and comments on all the policies and spending guidelines that guide HireAbility Vermont personnel in their work. It also periodically reviews the SRC bylaws. (The Policy & Procedures Committee meets in the morning of the first Thursday of January, March, May, September, and November).

### **Steering Committee:**

The Steering Committee oversees the function of the SRC. The committee plans the Council's meetings and acts on its behalf between full Council meetings. (The Steering Committee consists of the SRC chair, SRC co-chair, the chairs of the SRC committees, the Director of HireAbility, and the liaison for HireAbility. It meets in the afternoon of the second Thursday of January, March, May, September, and November. Other members of the Council, though not members of the Steering Committee, are welcome to attend its meetings).