



CNME COMMITTEES

September 2022

A NOTE ON COMMITTEES: The CNME President is responsible for appointing CNME Board members to committees and selecting committee chairs, taking into account individual members' interests and expertise, and also experience serving on the Council. Committee appointments/reappointments are generally made whenever there is a change in Board membership. The CNME President and Executive Director also serve on all committees in an *ex officio* capacity, and the Executive Director is responsible for providing support to committees, including: arranging for scheduling of meetings; drafting and circulating agendas; providing background materials and information; taking minutes; and handling other tasks as the committee chair and Executive Director may identify.

AUDIT COMMITTEE

- Melissa Woodin, CPA, MBA
- Joni Olehausen, ND, chair (*ex officio*)
- Daniel Seitz (*ex officio*)

The committee evaluates CNME's financial reporting, internal controls and audit functions, and makes recommendations to the Board of Directors regarding changes in procedures related to financial operations. The audit committee's role includes a focus on the qualitative aspects of financial reporting and on organization processes for the management of risk and for compliance with significant applicable tax, legal, ethical and regulatory requirements.

EXECUTIVE COMMITTEE

- Joni Olehausen, ND, CNME President, EC Chair
- Eileen Stretch, ND, VP
- Melissa Woodin, CPA, MBA, Treasurer
- Arvin Jenab, ND, Secretary
- Daniel Seitz, JD, EdD (*ex officio*), Exec. Director

The committee serves the Board in a planning and advisory capacity, addresses issues that may arise between Board meetings, and carries out the directives of the Board. The committee facilitates an annual review of staff performance and makes recommendations to the Board regarding the negotiation and renewal of the ED's employment contracts.

FINANCE COMMITTEE

- Melissa Woodin, CPA, MBA, Chair
- Eileen Stretch, ND
- Daniel Seitz, JD, EdD (*ex officio*)

The committee is responsible for reviewing and making recommendations to the Board relating to the following areas: financial planning, fees, budgeting, saving/investing surplus funds, expense reimbursements, honoraria, and financial outcomes. (The Board is responsible for approving the budget and financial statements and any policy changes recommended by the committee.)

NOMINATIONS COMMITTEE

- Joni Olehausen, ND, Chair
- Arvin Jenab, ND
- Amanda Alexander, ND
- Sue Tebb, PhD

The committee identifies, recruits and interviews qualified persons who are willing to serve as Board members and officers, and

presents nominations to the Board. The committee develops materials that explain the role of Board members and the selection process, and recommends selection criteria to the Board.

COMMITTEE ON POSTDOCTORAL NATUROPATHIC MED. EDUCATION (CPNME)

- Dee Saunders, ND, Chair
- Eileen Stretch, ND, Chair
- Arvin Jenab, BSc, ND
- Joni Olehausen, ND
- Daniel Seitz, JD, EdD (*ex officio*)
- Representatives (non-voting) from ND programs that are approved by CNME to sponsor residencies and that do not currently have an institutional representative on the Council.

The committee periodically reviews the standards, policies and procedures for approving residency sponsors and residency programs, and recommends to the Board revisions, as needed. The committee reviews and evaluates residency sponsors for initial and continued approval—and reviews individual residency programs, as needed—and makes approval decisions in accordance with the authority delegated by the Board.

Residency Competencies Taskforce (a taskforce of the CPNME)

- Arvin Jenab, BSc, ND
- Eileen Stretch, ND
- Michelle Simon, PhD, ND
- Brooke Azie-Rentz, ND
- Gary Garcia, ND
- Chad Aschtgen, ND

COMMITTEE ON STANDARDS, POLICIES AND PROCEDURES (COSPP)

- Joni Olehausen, ND, Chair
- Cyndi Hope, ND
- Arvin Jenab, ND
- Sue Tebb, PhD
- Amanda Alexander, ND
- Daniel Seitz, JD, EdD (*ex officio*)

The committee facilitates a comprehensive review of the Council's accreditation standards every eight years (the last review started in 2014; the next review is scheduled for 2022). The committee reviews, as needed, the Council's accreditation standards, policies and procedures, and develops and recommends revisions to the Board. The committee ensures that the Council's standards, policies and procedures are in compliance with the U.S. Dept. of Education's requirements for accrediting agencies. The Board may, at its discretion, include on COSPP other individuals from CNME-accredited ND programs that do not currently have representatives on the Council.

STRATEGIC PLANNING COMMITTEE

- Eileen Stretch, ND, Chair
- Joni Olehausen, ND
- Melissa Woodin, CPA, MBA
- Sue Tebb, PhD
- Daniel Seitz (*ex officio*)

The committee facilitates work of the Board on the CNME's vision, mission, goals and values. The committee develops and recommends to the Board a strategic planning process, and is responsible for drafting a strategic plan for review by the Board.