**Section 1875.250 Standing Committees**

a) All committee recommendations shall be submitted to the Commission for action.

b) The Personnel Committee shall:

1) Further define the job description of the Director, setting policies concerning travel, vacation time and responsibilities; and

2) Review and evaluate the performance of the Director annually; and

3) Review job descriptions of staff hired by the Director at least once in three (3) years; and

4) With the assistance, if required, of other Commission members, shall hear complaints from staff members who request a review of a decision of the Director.

c) The Fiscal Committee shall:

1) Be chaired by the Treasurer; and

2) Review the financial reports monthly and shall review the annual budget.

d) The Legislative Committee shall:

1) Study issues arising out of the Commission activities to determine if legislative remedies are appropriate; and

2) Make recommendations of any changes needed in the existing statutes; and

3) Study any proposed legislation which may affect the Commission and recommend appropriate action; and

4) Examine requests for legislative testimony and formulate responses.

e) The Human Rights Authority Committee shall:

1) Present nominations with pertinent biographical information to the Commission for approval for membership on a regional Human Rights Authority; and

2) Review policies for the program division; and

3) Propose changes in policy to the program division; and

4) Be available to the Director of the Human Rights Authority on problems which arise.

f) The Office of the State Guardian Committee shall:

1) Review policies for the program division; and

2) Propose changes in policy to the program division; and

3) Be available to the Director of the Office of the State Guardian on problems which arise.

g) The Legal Advocacy Services Committee shall:

1) Review policies for the program division; and

2) Propose changes in policy to the program division; and

3) Be available to the Director of the Legal Advocacy Services on problems which arise.

(Source: Amended at 9 Ill. Reg. 2278, effective February 1, 1985)