

CBGF Grievance Committee Policies and Procedures

Goals

The primary goal is to respond to grievances submitted by fellows enrolled in CBGF programs. The Grievance Committee will function to facilitate resolution of conflicts, problems, or disagreements raised by fellows, with the exception of disciplinary actions against fellows.

Charge of the Education Committee

CBGF will maintain a standing Grievance Committee charged with reporting to the Board of Directors on matters relating to grievances submitted by fellows enrolled in CBGF programs.

Tasks to be assigned to the Grievance Committee may include:

- To review written grievances submitted by fellows
- To judge the merits of submitted grievances
- To propose recommended responses to grievances to the CBGF Board of Directors
- To periodically review the Grievance Procedure and update the procedure as needed
- Other assignments as directed by the President

Selection, Composition and Size of the Committee

The Fellow Board Representative will serve as the Grievance Committee Chair and all members of the committee annually at the beginning of his/her tenure. The President will serve as an ex-officio member of the Grievance Committee.

Committee Meetings

The Grievance Committee will meet at least annually, with other meetings organized based on need if grievances are submitted by fellows. The committee will prepare a report to the Board of Directors presenting its findings and recommendations after each meeting.

Financial Responsibility

The Grievance Committee will meet via teleconference unless specific circumstances require otherwise. Any needs for financial support must be submitted to and approved by the CBGF Board of Directors.

History of the Committee

The Grievance Committee has been in existence since 2015.