



## **Board Committee Descriptions**

### **Finance Committee**

The Finance Committee oversees the creation of accurate, timely, and meaningful financial statements to be presented to the full board and helps the board understand the organization's finances. The committee reviews the annual budget and recommends it to the full board for approval, ensuring its compliance with the organization's strategic plan. This committee monitors organizational assets, budget implementation, and financial procedures on an ongoing basis, ensuring fiscal responsibility. This committee monitors compliance with federal, state, and other reporting requirements, makes financial policy/procedure recommendations, arranges for a yearly audit (if applicable), and assumes other duties related to finances as assigned by the Board of Directors.

The Finance Committee is chaired by the Treasurer and includes at least two other board members. Committee members should have a strong background in accounting, finance, or business operations. The Executive Director is a non-voting member of this committee and serves as the staff support for this committee.

### **Board Development Committee**

The Board Development Committee is responsible for assessing current and anticipated needs for board composition, determining the board's knowledge, attributes, skills, abilities, and influence, the board will need to accomplish future goals. This committee develops a profile of the board as it should evolve over time. It identifies and presents potential board candidates and explores with candidates his or her interest and availability in board service. Recommendations and selections will be made at an annual special meeting of the Board Development Committee and the Executive Committee (Chair, Vice Chair, Secretary, Treasurer) no less than 2 months before the end of the fiscal year (March), and at other meetings when vacancies are to be filled. Selections will be shared with the full board at the final meeting of the fiscal year.

This committee also identifies board training needs, plans board retreats, designs the process of board orientation, and evaluates and updates the board member responsibilities contract. Members of this committee meet annually with each board member to assess his or her performance and continued interest in board membership.

and term of service, working with each board member to identify the appropriate role he or she might assume on behalf of the organization. This committee leads in succession planning for future board leadership by nominating board members for selection as board officers. It also provides ongoing counsel to the board chair and other board leaders on steps he or she might take to enhance board effectiveness.

The Board Development Committee is chaired by a board member and includes at least two other board members. The Executive Director is a non-voting member of this committee and serves as the staff support for this committee.

### **Program Committee**

The Program Committee oversees the development and implementation of the organization's mission and strategic plan by focusing on the programmatic/outreach areas of the organization. This committee is responsible for creating evaluation methods to determine whether existing programs meet the mission of the organization and to determine areas for improvement and growth. This committee also determines the viability of any new, proposed programs based on an evaluation method created by the committee. This committee works closely with staff to support the logistical and planning needs for each program. Committee members assist in forming relationships with in-kind donors and sponsors to secure the goods and services need for each event as well as recruiting additional adult volunteers as needed for the preparation and implementation of each program.

The Program Committee is chaired by at least one board member (possibly co-chaired by two board members) and includes at least one other board member as well as committee members who do not sit on the board. The Program Director is a non-voting member of this committee and serves as the staff support for this committee.

### **Fundraising Committee**

The Fundraising Committee leads the board's participation in fundraising. The committee works with the staff to develop a fundraising strategy in accordance with the organization's budget and strategic plan. This committee is responsible for working with staff in the planning and implementing of fundraising events, serving as hosts and/or identifying hosts within the community as needed. This committee creates an evaluation method to determine effectiveness of fundraising events and campaigns as well as determines areas for improvement and growth. This committee plays a strong role in identifying, cultivating, and approaching prospective individual donors/personal funds, grant opportunities, and corporate sponsors as well as in donor stewardship. This committee oversees the annual campaign and assists in the development and implementation of mass solicitations with staff members. This committee oversees the acquisition of both the in-kind donations as well as the monetary donations needed for the success of the organization's programs.

The Fundraising Committee is chaired by at least one board member (possibly co-chaired by two board members) and includes at least one other board member as well as committee members who do not sit on the board. The Development Director is a non-voting member of this committee and serves as the staff support for this committee.