

Board Committees

Definitions:

Standing Committees: A permanent committee intended to consider all matters pertaining to a designated subject.

Task Force or Ad hoc Committee: A group of people brought together to work on a single defined task or temporary activity for a limited period of time.

Standing Committees:

Development/Fundraising Committee

The Development/Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the board. To accomplish this, its responsibilities are:

- To work with staff to establish a fundraising plan that introduces new donors to the organization, retains and upgrades those who have given and cultivate and steward major significant donors to the organization.
- To support the fundraising staff and/or the executive director and participate in their efforts to raise money
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc. or meeting with donors individually.
- To be responsible for involvement of all board members in fundraising, such as having board members steward donors who give, participating in thanking donors and introducing new donors to the organization.
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Finance Committee

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations and ensure consistency between the budget and the organization's plans
- To report to the board on the financial health of the organization, bringing forward any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are presented to the Finance Committee in an accurate and timely manner
- To oversee short and long-term investments, unless there is a separate investments committee
- To assess the need for and, if needed, recommend selection of and work with the auditor.
- To ensure that all legal and statutory requirements are being met by the organization.
- To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

Governance/Board Development Committee

The governance committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the board of directors. The work of the committee revolves around the following five major areas:

- Leads the board in regularly reviewing and updating the Board's statement of its roles and areas of responsibilities and what is expected of individual Board members.
- Assesses current and anticipated needs of the organization related to board composition and implements a process for the ongoing identification, cultivation and nomination of new Board members.
- Designs and oversees a process for orienting new board members
- Ensures that Board members are both fulfilling their obligations and are also satisfied with their service on the Board, and that their talents are being put to good use.
- Develops Board training programs to ensure that Board members are informed and educated in how to best serve the organization in their capacity as a board member.
- Initiates periodic assessment of the board's performance. Proposes, as appropriate, changes in board structure and operations.
- Provides ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness.
- Periodically reviews and updates the board's by-laws, policy guidelines and practices.

Program (or Mission/Impact/ Committee or Committee on Mission Accountability)

The Program Committee is often comprised of board members and members at large who are most familiar with the approaches and operations of the organization's programs. Its primary purpose is to ensure that the organization is fulfilling the obligation of its mission and having the impact that the organization and the Board has outlined in its vision and strategic plans. This committee's responsibilities are:

- To oversee new program development to ensure that new programs are aligned with the mission
- To monitor and assess existing programs, measuring impact and providing reports to the Board demonstrating the impact the organization has had.
- To facilitate discussions about program priorities for the agency