

## COMMITTEES

| COMMITTEE   | MEETING                 | PURPOSE AND RESPONSIBILITIES  |
|---|-------------------------|---|
| Executive Committee   | Monthly                 | <ul style="list-style-type: none"> <li>• Make all management decisions of a routine nature between meetings of the Board, taking any action that might occur in a Board meeting except electing Directors, removing officers, approving loans (unless specifically authorized), or initiating or approving or effecting any plan of dissolution</li> <li>• Employ and evaluate the CEO</li> <li>• Hold preliminary discussion on board issues</li> </ul>  |
| Personnel Committee is now a part of the Executive Committee                              | As Needed               | <ul style="list-style-type: none"> <li>• Drafting, reviewing and/or revising personnel policies (and Employee Handbook) for board approval</li> <li>• Reviewing the benefits package</li> <li>• Acts as a grievance board for employee complaints (only on formal written grievances against the CEO)</li> <li>• Ensures that all state and federal laws and regulations that affect employment are followed</li> <li>• Ensures that the wages are comparable to wages in other, similar organizations</li> <li>• Reviews position descriptions as developed by the CEO</li> </ul>  |
| Finance and Budget Committee – To be part of the Executive Committee until further notice | Quarterly and As Needed | <ul style="list-style-type: none"> <li>• Develops cash/check signing and other financial policies for the CEO</li> <li>• Oversees all the organization’s financial transactions including collection of funds and the disbursement of resources in <i>accordance with financial policies as established by the board.</i></li> <li>• Ensures that funds are spent properly specifically concerning funder’s requests</li> <li>• Designs financial reports that offer a comprehensive view of the financial health of XXXXX</li> <li>• Recommends selection of the auditor and work with the auditor, unless there is a separate audit committee</li> <li>• Assists in all fundraising efforts to ensure efforts are carried out as planned and in a sound financial manner</li> </ul> |
| Board Development   | Quarterly               | <ul style="list-style-type: none"> <li>• Prepare, administer and assess, with consultant, annual Board Self-Evaluation</li> <li>• Establish and assess year-round standing committees</li> <li>• Establish and assess Ad Hoc Committees as needed</li> </ul>  |

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| <p>Board Development<br/>(Continued)</p>                                     |                     | <ul style="list-style-type: none"> <li>• Match board recruitment and development activities with the requirements and demands called for by the strategic goals</li> <li>• Review the mission, vision, goals and strategies, and then determines any new skills, knowledge, personal contacts and other attributes future board directors will need to possess</li> <li>• Create a profile of the current board using a matrix designed for this purpose for use in board recruitment planning.</li> <li>• Define sought-after expertise, knowledge, skills, experience are arranged down the side of the matrix. The names of current board directors are listed along the top of the matrix. The Committee then uses the matrix to complete the profile</li> <li>• Identify the gap between the skills and knowledge needed on the board</li> <li>• Evaluate and amend as needed a written board director job description</li> <li>• Prepare and conduct Board orientation</li> <li>• Regularly review the Board’s practices regarding member participation, conflict of interest, confidentiality, and so on, and suggest needed improvements</li> <li>• Periodically review and update the Board policies and practices</li> <li>• Provide, with consultant, ongoing training opportunities to increase level of performance of the Board</li> <li>• Prepare board leadership by taking the lead in succession planning, taking steps to recruit and prepare for future Board leadership</li> </ul> |
| <p>Nominations’ Committee is now part of the Board Development Committee</p> |                     | <ul style="list-style-type: none"> <li>• Create a slate of names of Officers of the Board that is then brought to the full board for election</li> <li>• Interview potential Board Directors</li> <li>• Contact selected and declined board members</li> <li>• Schedule and conduct on-boarding orientation sessions with nominated board directors after the Annual Meeting where they are elected to the Board</li> <li>• Explain fully the roles and responsibilities of the board as whole as well as individual directors</li> </ul>   |
| <p>Program Review, Planning and Evaluation</p>                               | <p>Twice a Year</p> | <ul style="list-style-type: none"> <li>• To meet with the Director of Programs oversee to semi-annually monitor and assess new and existing programs</li> <li>• To initiate and guide program evaluations</li> <li>• To facilitate discussions about program priorities for XXXXX</li> </ul>  |

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| Fund Development Committee                    |                     | <ul style="list-style-type: none"> <li>• Works with the CEO and Director of Development to implement the fund development strategic plan</li> <li>• Develop personal “stories” which will be part of the cases for support that are compelling and connected to the core priorities of the organization</li> <li>• Board members will report at every Board meeting on lead generation of potential donors, sponsors, in-kind sponsors, etc.</li> <li>• Board Solicitation – ensure 100% participation of Board in all “give &amp; get” support efforts as identified in “Board Roles and Responsibilities” documents.</li> <li>• Work strategically and participate in all special events committees to coordinate and execute fundraising events</li> <li>• Take a leadership role in finding Major Gifts</li> </ul> |
| Special Events Committee                      | As needed per event | <ul style="list-style-type: none"> <li>• Work with the Director of Development</li> <li>• Create budget (income and expenses) for event</li> <li>• Invite as many non-board members as possible</li> <li>• Engage sponsors and participants at every level</li> <li>• Do an intensive post-event evaluation</li> <li>• Make recommendations for future of event</li> </ul>   |
| Public Relations and Communications Committee | Quarterly           | <ul style="list-style-type: none"> <li>• Insure that vision and mission of XXXXX is clearly and consistently in the public eye</li> <li>• Insure that XXXXX is on track with the goals and strategies of the Marketing, P.R. and Communications Plan</li> </ul>  |