

SAMPLE BOARD COMMITTEES

EXECUTIVE COMMITTEE

Currently bylaws' named committee

It is the trend in nonprofits to abolish or severely limit the authority of the Executive Committee. These committees may have value for boards that meet infrequently or travel long distances.

Chair:

Members:

Staff Liaison: Executive Director

Purpose (draft): Responsible for corporate business not requiring full board action, but not within the administrative responsibility of the Executive Director.

Structure: President, Vice President, Secretary, Treasurer. At large members. Bylaws authorized committee.

Meeting Schedule: TBD

FY 2017 Objectives:

Major Responsibilities (draft):

- Plan the agenda and process for conducting the board meeting.
- The Executive Committee may attend to matters normally the responsibility of the Board only when, due to the urgency of time or other factors, it is impractical to postpone the business matter until the next regular meeting of the Board. Even in such cases, the Executive Committee shall make every attempt to seek guidance on such matters from a broad spectrum of Directors before taking such action. In such cases, the Executive Committee shall notify the Board in writing, or by other means, regarding decisions or actions, no later than its next meeting. All such actions shall be subject to ratification, revision, alteration, approval or disapproval by the Board of Directors.
- Serve as final hearing forum in the staff grievance process; consult with Executive Director on personnel matters



SAMPLE BOARD COMMITTEES

GOVERNANCE COMMITTEE

FINANCE COMMITTEE

Committee Chair:

Members:

Investment Subcommittee:

Staff Liaison: CFO

PURPOSE:

To ensure prudent fiscal management and accurately report our financial position to the public.

STRUCTURE:

At least three members, two of whom are directors, including the Chair. Non-directors may serve in advisory position. Members shall include at least one individual knowledgeable of nonprofit finances and accounting, and legal issues related to nonprofit fiscal management. Recommend as a Board standing committee but not designated in bylaws. Subcommittee: Investment Committee.

MEETING SCHEDULE: *Monthly, or as needed. Investment Subcommittee meets quarterly.*

2017 OBJECTIVES (proposed)

1. With the Executive Director, develop annual budget for board approval which accomplishes program priorities and maintains fiscal health.
2. Develop “flash” report to simplify board oversight of the financial position.
3. Ensure prudent cash management.
4. Oversee selection of auditor and completion of the annual financial statements.
5. Ensure prudent management of investments in accordance with board-approved policy.

ONGOING RESPONSIBILITIES (proposed, as not listed in bylaws):

- Develop the organization’s annual budget and recommend budget revisions as needed
- Prepare long-term financial forecasts
- Bring strategic financial issues to the attention of the board for discussion and planning
- Ensure prudent cash management and cash budgeting
- Develop and recommend financial policies to the board, e.g. spending policies, investment policy, insurance coverage, risk management. Oversee implementation of these policies.
- Prepare financial reports for board meetings
- Monitor restricted obligations

Investment Subcommittee

- Recommend investment objectives and policy to the Board for approval.
- Monitor Board approved investment policies.



SAMPLE BOARD COMMITTEES

AUDIT COMMITTEE

Chair:

Members:

Staff Liaison: Staff do not officially sit on this committee but will attend some meetings to provide information as needed.

PURPOSE:

The purpose of the Audit Committee is to select an audit firm, review drafts of audits and audit findings, reviews 990's, and make recommendations to the Board and the auditor about changes, updates and any necessary actions. The Audit Committee will go into executive session to make a final review without staff present.

STRUCTURE:

The Audit Committee will consist of three members of the Board, excluding the Treasurer. At least member must have financial expertise. No more than one member of the Finance Committee will serve. Staff will provide support for the committee but will not have seats on the committee.

MEETING SCHEDULE: As needed.

2007 Objectives:

- Recruit and select auditor.
- Oversee completion of the annual audit, including A133 audit as needed, and ongoing compliance with audit process.
- Review and approve draft audit for full board approval, including any federal audits required.
- Review and ensure timely filing of Form 990.



SAMPLE BOARD COMMITTEES

STRATEGIC PLANNING TASK FORCE

Committee Chair:

Members:

Staff Liaison:

PURPOSE:

To explore the future needs of the community and the NONPROFITS role in meeting those needs. To plan for the long-term sustainability of NONPROFIT.

STRUCTURE:

Committee of the Board. Eight to 10 members, at least three of whom must be directors and two staff, with the chair a director and a vice chair who is a director on a different election cycle from the chair to ensure ongoing continuity of the committee. Committee membership should include a wide variety of stakeholder perspectives. Executive Director, Ex Officio with other staff as appropriate. Non-director members are advisory only.

MEETING SCHEDULE: TBD.

2017 Outcomes:

1. Develop a scope of work and timeline for the committee
2. Recruit committee members

ONGOING RESPONSIBILITIES:

- Investigate and engage the board in a discussion of trends, issues and community condition which have an impact on the mission.
- Consider long-range planning needs in response to changing community conditions, including programming, physical plant, human resource, operation, finances, technology, etc.
- Draft a five year strategic plan for discussion and adoption by the Board, including a review of mission/vision, values, goals, objectives and major strategies.
- Develop a long-term facilities master plan.
- Serve as advocate/board champion for implementation of the strategic plan and master plans.
- Ensure ongoing strategic thinking by the board to address changing community, program and operational needs.



SAMPLE ORGANIZATIONAL COMMITTEES

FUND DEVELOPMENT POLICY COMMITTEE

Committee Chair:

Members:

Staff Liaison:

PURPOSE:

To develop long range and annual revenue strategies and policies to ensure the financial vibrancy and resilience of NONPROFIT.

STRUCTURE:

At least five members, two of whom must be directors, with the chair a director. Development Director, Ex Officio. Standing committee of the Board, not bylaws designated. This committee is encouraged to assist in the creation and oversight of organizational committees to implement the fund development activities.

MEETING SCHEDULE: TBD.

2017 Outcomes:

1. Develop a fund development plan for FY 2017.
2. Recruit committee members
3. Recommend to the board fund raising policies as needed

ONGOING RESPONSIBILITIES:

- Work with long-range planning committee to develop a long-range, strategic fund development plan
- Oversee and ensure compliance with voluntary ethical and standards of professional practice set by Council of Better Business Bureaus and the Association of Fundraising Professionals
- Oversee and ensure compliance with all municipal, state and federal laws for conducting fundraising, raffles, and other revenue generating activities.
- Develop for board approval fundraising policies, including policies for sponsorships, use of the name and logo, cause-marketing, promotions, special events and other activities.
- Explore and develop planned giving and deferred giving programs and policies for NONPROFIT.
- Monitor implementation of fundraising policies and ethical standards.
- Ensure that activities meet IRS restrictions on revenue-generating activities that are unrelated to the mission.
- Ensure the highest ratios of fundraising returns to costs.



SAMPLE ORGANIZATIONAL COMMITTEES

STAFF DIRECTED COMMITTEES

There are a number of committees which may typically be designated as board committees that could be reformed into Organizational Committees. Organizational committees, in contrast to board committees, are staff-organized committees, led by staff, to support staff in achieving staff objectives. They have no governing role in the organization. Staff have the authority to create or terminate Organizational Committees as needed and without board approval. Directors are invited to actively serve on these committees and to help recruit additional volunteer leadership.

These might include: Operations, Building and maintenance, Volunteer, specific Fundraising and special event committees, Program.

