Board Committee

Descriptions

And

Annual Work Plan

2024

Sample

**Finance Committee**

**Purpose of the Committee**

To review financial information and provide reports to the board of directors about the financial health, policies and investments of the foundation.

**Roles and Responsibilities**

* Review draft of annual budget with management team and recommend approval to the board.
* Review (monthly or quarterly) Financial Statements of organization and recommend approval by the board. Provide summary/highlights to board of issues, concerns and improvements.
* Meet with auditor annually and review audit in depth.
* Provide recommendation to accept audit to the full Board of Directors.
* Develop facility management, depreciation, maintenance and upgrade plan.
* Review financing contracts for facilities and equipment. Recommend approval to the board.
* Review annually all bank lines, loans, and leases. Recommend changes to board.
* Review investments for soundness, meet with financial investment advisor and provide recommendations to the board.
* Monitor investments to ensure compliance.
* Review, update and recommend financial policies and procedures for approval by Board of Directors.
* Every five years review the bids for the selection of the auditor and recommend the audit firm to the board for the approval.

**Example - 2021 Priorities**

1. Review proposals from auditors and select new audit firm.
2. Review audit and recommend adoption to the Board of Directors
3. Review annual budget
4. Review investments given market changes

**Governance Committee**

**Roles and Responsibilities**

* Review and update the by-laws as requested by the Board of Directors. Review by-laws and update as the organization changes, legal requirement change or IRS changes are mandated.
* Recruit, interview, and provide a slate of candidates annually to fill opening or vacant positions on the board.
* Manage board terms so board members rotate off as per by-laws.
* Conduct board orientation sessions for new members
* Conduct annual board assessment and provide recommendations to the full board
* Provide or schedule board development/training sessions
* Manage process for removal of board members.

**Example -2017 Priorities**

1. Develop work plan for recruitment process of new board members to fill terms for those leaving the board in XXXX.
2. Create 2 training sessions for the board of directors at regular meetings.
3. Review board assessment tool and conduct annual survey. Conduct evaluation and follow-up on executive session of the board from retreat.

**Strategic Planning Task Force**

**Roles and Responsibilities**

* Oversee development of 3 to 5 year strategic plan
* Select consultant and develop scope of work, timeline and expectations for planning process
* Develop planning process and outline for steps to accomplish the plan
* Review drafts and recommend final plan to the board
* Review plan annually for updates, accomplishments and present to the board
* Establish annual implementation plan process for developing work plans
* Review annual work plans and recommend to the board

**Example -2017 Priorities**

1. Review the strategic plan and provide updates to the board on status of goals. (once a year)
2. Review annual work plans and provide comment to the management team.
3. Establish process, train and assist board committees to develop annual work plan
   1. Monitor plans and provide assistance to committee chairs

**Development Committee**

**Roles and Responsibilities**

* Coordinate and manage board contributions with recommendations to the board on giving levels and expectations
* Develop an annual fundraising plan for the Board
  + Giving
  + Give or Get
  + Board goal
* Introduce staff to X number of new corporate or foundation contacts
* Organize and conduct one event per year
* Participate and provide leadership to fundraising activities of the Board of Directors

**Example – 2017 Priorities**

1. Review board contributions and provide recommendations if needed to obtain 100% of board members contributing.
2. Work with board on the concept of GIVE or GET - $X for the upcoming run. Can donate or find others to support runners or participate in the run. Evaluate this effort and discuss as full board.
3. Select next fundraising activity for the board and organize.
4. Revise work plan for development.

**Public Policy Task Force**

**Roles and Responsibilities**

1. Formulate internal public policy strategy and recommend to the board.
2. Review information and analysis provided by lobbyist on federal issues. Provide updates to the board.
3. Develop recommendations for the board on issues (state and federal) as they pertain to organization.
4. Determine annual approach to advocacy and what activities the organization might engage, support and/or participate in each year.
5. Determine ways to educate the greater community about X and issues facing X. Identify key activities or approaches for educating the community.

**Example -2017 Priorities**

1. Review federal and state information provided by lobbyists. Conduct analysis and provide information to board at meetings on what is happening. Keep board updated
2. Stay current on how federal actions will impact X ORGANIZATION and community. Determine ways to educate community on these issues including board, staff, clients, and volunteers.