



## Committee Descriptions

**EXECUTIVE COMMITTEE.** The Executive Committee will consist of the four elected Officers of the Board of Directors, standing committee chairs and the immediate past President of the Board. The President of the Board of Directors will serve as the Chair of the Executive Committee. Between Board meetings, the Executive Committee shall have all the power and authority of the Board of Directors except that it shall not have the authority to: (1) fill any vacancy in any office, (2) approve the annual budget of the corporation and (3) appoint, employ, or discharge the Executive Director. The Executive Committee shall report its actions to the Board of Directors at the next meeting of the Board. The Executive Committee, with input from other Board members, shall perform an annual review of the Executive Director. The Executive Committee shall meet prior to the monthly Board meeting to discuss the status of the Standing and other created Committees, to review Standing Committee reports, and to plan the Board agenda for the corporation.

**FINANCE COMMITTEE.** The Treasurer will serve as the Chair of the Finance Committee. The committee shall: (1) develop and review fiscal procedures, (2) develop an annual budget in collaboration with the Executive Director or appointed staff person, (3) oversee an annual independent audit, and (4) monitor investments of the corporation.

**BOARD DEVELOPMENT COMMITTEE.** The Chair of this committee will be elected by the Board of Directors. The duties of this committee include: (1) recruit a list of potential Board members, (2) recommend nominees for election, (3) recommend the Slate of Officers and Standing Committee Chairs, (4) secure the consent of the nominees to serve, if elected, (5) plan for Board training and leadership development, and (6) review personnel policies.

**OUTREACH COMMITTEE.** The Chair of this committee will be elected by the Board of Directors. The duties of this committee include: (1) coordinate sponsorship activities, (2) coordinate media coverage of public events of the corporation in collaboration with corporation staff, (3) develop a Speaker's Bureau made up of Board members and other knowledgeable persons who shall provide community organizations, agencies, groups and institutions with information about the corporation's various fundraising activities and other events.

**FUNDRAISING COMMITTEE.** The Chair of this committee will be elected by the Board of Directors. The duties of this committee include: (1) develop a calendar of fundraising events, (2) coordinate sponsorship activities and (3) assist the Executive Director in identifying grants from corporations/foundations.