



POSSIBLE COMMITTEES FUNCTIONS

Executive Committee

- Chair:* President of the Board
- Members:* President
Vice President
Secretary
Treasurer
Committee Chairs
- Functions:* Organizational structure
Board operations
Coordinating and tracking committee projects
Agency administration, including supervising Executive Director
Legal requirements for maintaining nonprofit status
Policy recommendations to full board

Personnel Committee

- Chair:* Board Member
- Functions:* Personnel policies
Hiring and evaluating the Executive Director

Finance Committee

- Chair:* Board Member
- Functions:* Financial accountability
Budgeting process
Property management
Investments
Financial audits

Fundraising Committee

- Chair:* Board member
- Functions:* Fundraising plan
Special events
Capital campaigns
Other resource development



COMMITTEE FUNCTIONS (CONTINUED)

Marketing/Public Relations Committee

- Chair:* Board Member
- Functions:* Marketing research
Marketing plan
Public relations plan
Public relations tools and materials

Membership Committee (membership to the organization)

- Chair:* Board Member
- Function:* Membership policies, goals and activities
Membership materials
Membership recruitment programs

Planning/Evaluation Committee

- Chair:* Vice President or President-elect
- Functions:* Mission/philosophy
Strategic Plan
Work plans
Program Evaluation

Board Development Committee (membership to the Board)

- Chair:* Board Member
- Function:* Develop board member criteria
Complete board profile
Develop recruiting, orientation, training and evaluation materials
Recruit potential members
Provide orientation and training for board members
Coordinate board evaluation process
Provide board recognition activities
Coordinate board social activities