



## GUIDE TO STANDING COMMITTEES

### EXECUTIVE COMMITTEE:

The Executive Committee is the only standing committee that has the right to make decisions on behalf of the full board. The most constructive roles an executive committee can play are to oversee goal setting, agenda development and to serve as a preliminary sounding board for the CEO and board chair. The committee oversees operations of the board; often acts on behalf of the board during on-demand activities that occur between meetings and these acts are later presented for full board review. The committee is comprised of the board chair, other officers, and/or committee chairs. The CEO is also a member of this committee. This committee annually performs the evaluation of the CEO.

Primary role of the Executive Committee:

- Acting for the board in between meetings or in the event of an emergency.
- Coordinating the full board's review of the CEO performance and compensation.
- Annually review executive compensation.
- Serve as a sounding board for the CEO.
- Focusing the board's work (strategic plan).
- Coordinating the work of the full board.

Current NSO Executive Committee description:

The Executive Committee is responsible for setting the policies for NSO. This is done by determining NSO's programs and services. The Executive Committee is the governing body for NSO. The committee may be called upon to make emergency decisions between board meetings. When they do so, they are acting on behalf of the entire board and are usually given authority to act without waiting for full board approval. The committee annually spearheads the Strategic Plan and brings to the Board for final approval.

## **FINANCE COMMITTEE:**

The Finance Committee should be well organized around a handful of fundamental chores. The committee should concentrate on these core duties and let the other fiscal committees handle the rest of the financial issues on the board's agenda.

The core functions of the Finance Committee:

- Oversees organizational financial planning.
- Annually oversees budget and insurance review.
- Monitors that adequate funds are available for the plan.
- Safeguards organizational assets.
- Drafts organizational fiscal policies.
- Anticipates financial problems.
- Ensures that the board receives accurate and complete information.
- Helps the rest of the board understand financial statements and the general financial situation of the organization.
- Monitor compliance with federal, state, and local reporting requirements.

Current NSO Finance Committee description:

The committee oversees the creation of the budget and overlooks the monthly financial statements. The committee will make suggestions and recommendations for better management of funds as well as policies and procedures relating to accounting functions in the office. Be responsible for preparation of corporation's annual budget and shall present it to the board for approval. The committee must review and approve expenditures exceeding amounts as stated in the budget.

## **GOVERNANCE COMMITTEE:**

The Governance Committee does not run the board, but it makes it possible for the board to be run well! The committee can bring together the right people, help create the best policies, and stimulate provocative and forward-thinking conversation to help the board be the best it can be.

Current NSO Governance Committee description:

The committee will recommend a slate of board members and officers that will best support the mission of NSO and provide orientation for new board members and oversee continuing education for the entire board. In addition, the committee is charged with ongoing evaluation of board composition, structure and performance. Each year, the committee will consider the specific skill areas that are needed and align board member skills with NSO programs and activities.

Role of the CEO to the Governance Committee:

The CEO has an important role in the activities of the Governance Committee. She also is greatly influenced by those who serve on the board and the quality of board members. It makes sense for the committee to work closely with the CEO to take advantage of her contacts, intimate knowledge of the organization, and training abilities; however it must be clear that the CEO should not control the choices of the committee.

The CEO can help the committee in the following ways:

- Identifying the needs of the board
- Identifying, finding and cultivating candidates
- Orientation and general board education

## **DEVELOPMENT & MARKETING COMMITTEE:**

The overall function of the Development & Marketing Committee is to support the comprehensive marketing and communications strategy and provide valuable input for developing the fundraising plan and engaging the entire board in fundraising. Also to partner with the NSO marketing staff to oversee a consistent and active communication strategy to all stakeholders for the purposes of program messaging, fundraising, awareness and branding. The committee's responsibilities may include but are not limited to the following:

- Be responsible for creating awareness of the good work that NSO does in the community by creating marketing campaigns, promoting events, creating advertising and posting on social media platforms.
- Work in tandem with the Donor Development Committee to raise needed revenue for continued operations and raise donations for the mission.
- Develop strategies to communicate the message to particular donors through marketing efforts, specifically to generate interest in the mission of the organization.
- Involving and motivating other board members and volunteers in cultivation and solicitation of gifts.
- Helping to develop policies for board and staff action related to gift solicitation and recognition.
- Ensuring that the case for support is strong, current and based on the organization's mission and goals.
- Helping to develop strategies for involvement and cultivation of major gift prospects.
- Providing information on environmental factors affecting fundraising among the organizations constituencies.
- Helping to evaluate potential prospects for increased contributions.
- Helping to develop expectations for financial contributions from the board, and providing leadership by making their own gifts.
- Soliciting gifts at levels required for annual, special, and planned giving programs.
- Participating actively in special events and providing leadership for capital campaigns.
- Developing and signing solicitation and acknowledgement letters and mailing campaigns.

It is imperative for the committee members to be knowledgeable about the organization's community and its constituencies, especially major gift prospects.

The committee leads the board's participation in resource development and fund-raising. The committee works with the staff to develop the NSO fundraising plan.

The committee develops policies, plans, procedures, and schedules for board involvement in fundraising. It helps educate directors about the organization's program plans and resources needed to realize those plans. It familiarizes directors with fundraising skills and techniques so that they are comfortable raising money. The committee is the board's central source of information about the fundraising climate in general, and about the status of the organizations fundraising activities in particular. It also plays a strong role in identifying, cultivating, and approaching major donors. Prior fundraising skills and experience or a desire to develop such are important qualifications.

## **STRATEGIC PLANNING COMMITTEE:**

The overall function of the Strategic Planning Committee is to formulate a strategic plan for the organization to achieve their objectives.

- Work closely with the CEO to create a strategic plan based upon the future of the organization as it relates to the organization's vision and mission.
- Be responsible for identifying objectives by evaluating the organizations strengths and weaknesses, opportunities and threats. The objectives that are established in the plan will be measurable and have time targets. The objectives will be based on the needs of the organization as well as the immediate needs of the community.
- Be responsible for tracking the progress of strategic objectives and reporting to the Board a minimum of twice per fiscal year.
- Be responsible for coordinating an annual planning meeting to present the new strategic plan to the full Board.

## **BUILDING & GROUNDS COMMITTEE:**

The committee guides staff to keep the building, grounds, operating systems and equipment systems and equipment in good working order. The committee reviews and guides staff when working with local contractors to ensure quality work is being performed. This committee will make recommendations to the Finance Committee as to necessary funds to provide for the annual maintenance of all facilities and grounds. The committee reviews any budgets, construction timelines or acquisitions within the project scope of Building and Grounds Committee. Prior construction and/or building maintenance are important qualifications.

## **PROGRAM & SERVICES COMMITTEE:**

The committee is responsible for reviewing current programs and their average client costs to help determine their effectiveness by studying the number of people served and client outcomes. In addition, the committee will review new program opportunities as presented by staff and help determine if they should be implemented. Members will rely on the organization's strategic plan for long-term guidance and help implement its recommendations. The committee's chair will report any significant recommendations to the full board of directors for their review, discussion and approval. The committee will assist staff in client holiday activities.

