

POSSIBLE COMMITTEE FUNCTIONS

Executive Committee

<i>Chair:</i>	President of the Board
<i>Members:</i>	President Vice President Secretary Treasurer Committee Chairs
<i>Functions:</i>	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

<i>Chair:</i>	Board Member
<i>Functions:</i>	Personnel policies Hiring and evaluating the Executive Director

Finance Committee

<i>Chair:</i>	Board Member
<i>Functions:</i>	Financial accountability Budgeting process Property management Investments Financial audits

Fundraising Committee

<i>Chair:</i>	Board member
<i>Functions:</i>	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