

Standard Non-Profit Committees



Executive Committee

Goals and Purpose: The purpose of the Executive Committee is to **set policy** and **facilitate decision-making** between board meetings or in a **crisis** and act as a **support system** to the Executive Director. The role of the committee should be defined in the bylaws, and it reports to and is accountable to the full board.

Strategic Imperatives and Activities:

1. Set the board meeting agendas
2. Review and approve any votes to come before the full board
3. Initiate and actively participate in the ED hiring and review process
4. Ensure strategic plan goals and activities are met by board and staff

Committee Composition

Board Chair, Vice Chair, Secretary, Treasurer

Committee Cadence

- Committee meets in advance of board meetings, especially to set agenda and review any votes, review progress to strategic plan.
- As needed for policy, decisions between board meetings or in crisis
- As needed for support to ED

Governance Committee

Goals and Purpose: The Governance Committee focuses on building a board that meets the organization's needs and supports good governance.

Strategic Imperatives and Activities:

1. Engage board members in a robust recruitment, orientation, and onboarding process
2. Equip the board with tools, knowledge, and skills to support the organization
3. Facilitate an inclusive and engaged culture
4. Formally assess the board's performance
5. May support or assist in strategic planning, succession planning, or critical document reviews (ie: bylaws, board expectations, etc.)

Committee Composition

- Board Chair serves as Governance Chair
- Vice Chair serves as Governance Co-Chair
- 2-4 Board Members

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Committee Cadence

- Monthly or bi-monthly, may be more or less depending on business for that month and board recruitment cycle

Finance Committee

Goals and Purpose: The Finance Committee supports the board's responsibility for oversight of the organization's fiscal health and sustainability.

Strategic Imperatives and Activities:

1. Oversee financial planning, especially during budget and strategic planning process
2. Monitor that adequate funds are available for financial management tasks
3. Ensure that assets are protected
4. Draft organizational fiscal policies
5. Anticipate financial problems
6. Oversee financial record keeping
7. Help the full board understand the organization's financial health
8. Ensure all legal reporting requirements are met
9. Oversee the annual audit review process (if applicable)
10. Build and maintain financial reserves sufficient to cover 6 months of operating expenses

Committee Composition

- Treasurer serves as Finance Chair
- 2+ Board Members

Committee Cadence:

- Track with cadence of board meetings

Development Committee

Goals and Purpose: Cultivate and grow diversified contributed income funding streams to ensure the sustainability and capacity building opportunities for the organization.

Strategic Imperatives and Activities:

1. Develop long-term and annual fundraising plans and schedules alongside the Executive Director and/or Development Director that will generate the funds needed to meet the organization's fundraising goal.

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2. Support the Executive Director and/or Development Director in identifying, cultivating, and stewarding donors
3. Assist fellow board members with completing essential board-level fundraising tasks as defined by the fund dev plan and/or give/get
4. Organize training, as needed, for the full board to support the realization of fundraising goals
5. Develop relationships and foster a positive image of the organization within the community
6. As needed, create sub-committees to successfully carry out the fundraising events and activities that are part of the fundraising plan and supervise the functions of the sub-committees.

Committee Composition

- Vice Chair or Development Chair
- 2-4 Board Members
- *Pipeline:* Additional non-board members to support subcommittees

Committee Cadence:

- Bi-monthly, more or less depending on events/activities

Other committees or task forces: Formed only when there's a true need for a role or function to be performed. Boards should evaluate the purpose of these additional committees to ensure they are needed and aligned with the goals of the strategic plan. As board and staff members, the organization, and the community around you change, so should your additional committees and task forces.