

## Board Committee Outline

### Executive Committee

#### Responsibilities

- Oversees the executive staff of the organization
- Makes decisions in emergency situations when no quorum is present
- Ensures strategic plan alignment/fulfillment

#### Business

- Meets monthly, prior to each Board meeting and sets agenda
- Is made up of the officers of the organization and possibly one or two other leaders in training
- Provides annual review of the executive staff members of the organization

#### Staff Roles

- Executive staff attend the meetings and take minutes for the organization's permanent file
- Compiles the agenda for the Board meeting based on the Executive Committee's recommendation
- Communicates any major issues affecting the organization

### Governance/Nominating Committee

#### Responsibilities

- Assesses current Board and identifies gaps in skillsets, ethnicity, gender, age on an annual basis
- Tracks Board terms and communicates with Board members annually regarding their status
- Creates an ongoing list of Board member prospects that fit the previously identified gaps
- Determines the slate of officers and presents them for nomination to the full board
- Reviews board bylaws and policies
- Oversees board member training and engagement

#### Business

- Meets monthly to keep an ongoing discussion regarding board prospects
- Individual members actively participate in Board recruitment
- Committee is made up of current Board Vice President, immediate past president, and a few other board members and non-board members as needed
- Communicates Board member needs to the full board to help generate ideas for incoming members

# Fundkit

## Staff Roles

- Development and/or executive staff attends meetings, takes minutes, maintains prospect and nomination lists
- Keeps record of board terms
- Helps generate ideas for prospects
- Helps execute board engagement and training activities

## Finance Committee

### Responsibilities

- Reviews monthly reports and balance sheet, reports to the full board
- Approves operating budget for presentation to the full board prior to the start of the next fiscal year
- Approves major expenses not in the original budget, based on staff recommendation
- Reviews annual audit as prepared by auditors and presents to the full board for approval
- Oversees all investments of the organization (if there is no investment committee)

### Business

- Led by Board Treasurer, made up of one to two other board members and one to two non-board members
- Meets monthly, prior to the Board meeting

### Staff Roles

- Prepares monthly finance reports for review
- Creates the annual budget draft, communicating revenue strategy and salary recommendations
- Communicate any major shifts in the budget, or projections for the year

## Donor Development Committee

(Not a required/official/standing board committee, but has board participation)

*Charge: Identifies (in partnership with the Board) donor prospects inclined to the mission, creates and develops a strategic point of entry for donor prospects and creates cultivation paths to move donors to provide cultivated gifts*

### Responsibilities

- Helps create major gift prospect list
- Contributes to a plan for cultivation events and the design of these events
- Brings major donor prospects through a cultivation path toward increased annual giving by:
- Bringing prospects to the organization's activities
- Connecting prospects to development/executive/artistic staff

# Fundkit

- Helping facilitate an appropriate ask amount
- Encourages the rest of the Board to participate in the process of philanthropy at their skill level

## Business

- Made up of a chair and one to two other board members as well as two to three community members
- Meets monthly
- Participates in cultivation activities

## Staff Roles

- Development Staff and Executive Director when needed
- Maintains the schedule of cultivation events, manages invite lists, and executes them
- Maintains the assignment list and cultivation path of each prospect
- Reports progress to the committee and Board
- Helps facilitate meetings beyond the cultivation events