

BASIC BOARD COMMITTEE RESPONSIBILITIES

Board Development Committee

- Assesses membership needs
- Cultivates, interviews and recommends candidates at annual election and throughout the year to fill vacancies
- Recommends slate of officers for annual election
- Maintains accurate information on board members and keeps current board list
- Develops board notebooks and keeps information up to date
- Plans and conducts orientation for new board members
- Assesses needs for board training and seeks opportunities for continued board development

Fund Development Committee

- Plans, supports, monitors and evaluates Affiliate's fundraising program.
- Develops annual goals
- Enlists the support of all trustees in three key activities: 1. Personally contributing to the Affiliate 2. Reaching potential donors through business and personal contact; and 3. Participating in fundraising activities
- Maintains up-to-date donor list
- Cultivates individual donors
- Reports to full board at each board meeting

Executive Committee/Personnel Committee-Board officers make up this committee

- Develops, regularly reviews, and recommends personnel policies
- Recommends salary ranges, salary adjustment rates, and benefits for all staff positions
- Reviews Network director's job description annually to ensure that it remains current
- Recommends new staff positions • Identifies and creates opportunities for staff development

*At least one member of the Personnel Committee should have experience in Human Resources. The Network director hires, supervises, and evaluates other staff members.

Congregation Relations Committee

- Ensures there are sufficient Network hosts
- Develops and implements an active retention strategy for congregations
- Develops and implements a congregation recruitment strategy, with attention paid to diversity issues and maintaining an Interfaith Network
- Ensures that there is a venue in place for feedback from congregations outside of the Network Committee
- May include hosting volunteer appreciation events

*The Congregation Relations Committee focuses on organizational issues and does not replace the Network Committee, which is led by the Director and focuses on operational issues.

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Finance Committee

- Works with the Network director to draft annual budget; submits budget recommendations to the board
- Recommends financial and investment policies
- Ensures that bookkeeping, banking, and accounting responsibilities are competently handled
- Provides regular financial reports to the board
- Works with Fund Development Committee to ensure that budget goals are also realistic fundraising goals
- Recommends and works with accounting firm to perform annual audit
- Ensures that financial reports are submitted to appropriate entities in a timely manner (990, employee tax reports, etc.)

Public Relations Committee

- Develops and implements a PR plan to enhance the image and visibility of Family Promise in the community
- Keeps updated lists of personnel in all appropriate media, including print (newspapers, magazines) radio, and television
- Submits press releases and other information to press on a regular basis
- Develops a Speaker's Bureau and ensures those speaking on behalf of Affiliate have correct information to present publicly
- Regularly reviews Affiliate's brochure and other community relations pieces to ensure up-to-date, well-presented information.
- Oversees development and maintenance of an Affiliate website and social media presence
- Keeps Family Promise informed of success stories and events suitable for publication in Family Promise's newsletter and other publications