

## 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

## Possible Committee Functions

### 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