

Nonprofit Board Standing Committee Descriptions

Source : Alyson Ball, BoardsThatExcel.com

Board Development – Ensures effective board processes, structures and roles. Ensures the board adheres to the articles of incorporation and the organization’s by-laws. Recommends actions to remain in compliance or change to articles of by-laws. Includes retreat planning, committee development and annual board evaluation. No staff representative on the committee but works with ED when necessary.

Nominations – Identifies needed board member skills. Solicits and collects board candidates throughout the year. Communicates with potential candidates about the organization. Organizes voting for new board members according to by-laws. Organizes Board Orientation for new members. May be a subcommittee of the Board Development Committee.

Finance – Oversees development of the budget, ensures accurate tracking, monitoring, and accountability for funds. Ensures adequate financial controls. Reviews major grants and associated terms. Often chaired by the treasurer.

Audit – Plans and support the audit of the organizations finances, programs or organization. May be an ad hoc subcommittee of the Finance Committee.

Investment - Develops the investment policy for the organization, selects the investment advisor, and oversees all investment decisions.

Strategic Alliance Committee – Works with key external partners to ensure there is a healthy relationship between the organizations. Works to establish new, key alliances or partnerships as part of the strategic plan. ED is the staff rep on this committee and it meets immediately following each board meeting.

Fundraising or Development – Oversees development and implementation of the Fundraising Plan including all “sources of funds” (fees, sales, grants, corporate contributions, individual donors, capital campaigns, endowments, etc). Works with staff members that are tasked with fundraising. The Grants Manager and Fundraising Administrator are on this committee.

Event or Capital Campaign – Plans and coordinates major fund-raising event or campaign. Can be a separate committee or an ad hoc subcommittee of the Fundraising/Development Committee.

Marketing/Members/Volunteers – Oversees development and implementation of the Marketing, Member or Volunteer Plan. Includes identifying potential markets, their needs, how to meet those needs with products/services/programs, and how to promote and sell those programs. Marketing staff are included in this committee.

Promotion and Sales – Promotes organization's services to the target community that does or could use the services provided. Works with staff to execute. Can be a sub-committee of the Marketing/Member, or Volunteer Committee.

Public Relations – Represents the organization to the wider community. Enhances the organization's image, including proactive contact with the press. Prepares general "emergency" public relations plans to be executed in the event of a disaster/problem. Marketing personnel are the staff representatives on this committee. Sub-committee of the Marketing Committee.

Personnel – Guides development, review and authorization of personnel policies, planning, and procedures. Ensures job descriptions and salary guidelines exist for all staff. Leads the evaluation of the Executive Director (staff) of the organization and ensures staff reviews take place annually. No staff officially on this committee, however, this committee assists Executive Director with leadership and management matters.

Evaluation – Ensures sound evaluation of products, services, and programs including outcomes, goals, data, analysis and resulting adjustments. One member of the operation staff is assigned to this committee as a permanent member.

Other Kinds of Committees

AD HOC COMMITTEES : Are formed as needed and comprised of the best people for the task. Work is clearly defined and a timeframe and budget are determined up front. These committees are short-lived - they end.

EXECUTIVE COMMITTEES : This is the Chairperson's Committee. Normally consisting of the Board Officers and 2 or 3 other Board members selected and appointed by the Chairperson. Executive Committees are used for emergency decisions only.