



## Committee Roles and Responsibilities

### Current Committees

- Executive Committee
- Nominations/Board Development Committee
- Finance Committee
- Marketing Committee

### Role of Committee Chairs\*

- Set meeting agendas and run meetings
- Set the tone for committee work
- Work closely with the CEO or CEER and other staff liaisons to the committee
- Oversee the logistics of the committee's operation
- Ensure that members have the information they need to do their jobs
- As the committee's link to the board, consult as needed with and report to the board chair
- Report to the full board on committee decisions, policy recommendations, and other committee business
- Assign work to committee members
- Ensure distribution of committee minutes/notes and reports to members
- Initiate and lead the committee's annual evaluation, a process in which committee members review their accomplishments in relation to committee goals and reflect on areas of the committee's work that needs improvement

### Role of Committee Members\*

Committee members are asked to make a serious commitment to participate actively in the committee's work, including substantive participation in committee meetings and decisions.

Expectations are to:

- Volunteer for and willingly accept assignments and complete them thoroughly and on time
- Stay informed about committee matters, prepare well for meetings, and review and comment on meeting minutes/notes and reports
- Get to know other committee members and build a collegial working relationship that contributes to consensus
- Participate actively in the committee's annual evaluation

### Priorities for August – September 2009

- Each committee should meet at least once prior to the September board meeting to establish priorities and key activities/tasks to be accomplished by June 30, 2010.
- Committees (with the exception of the Executive Committee) are encouraged to seek non-board members to participate as committee members. Committee Chairs may want to confer with the Board Chair and/or Nominations/Board Development Committee Chair, and staff liaisons, to determine possible candidates for their committees.
- Committee Chairs should complete a Committee Planning Form (see sample attached) and submit to the Board Chair and CEO prior to the September Board Meeting.
- There will be time on the September Board Meeting Agenda for Committee Chairs (or designated liaisons) to provide committee reports/updates.

*\*Adapted from **Nonprofit Board Committees: How to Make them Work**, by Ellen Cochran Hirzy. Published by the National Center for Nonprofit Management*



## **Casa de Esperanza Board of Directors**

### **Committees**

#### **Executive**

The Executive Committee is empowered by the board to address key issues between Board meetings. The Board Chair and, whenever possible, the Executive Committee determines Board meeting agendas. The Board later ratifies executive committee decisions.

#### **Board Development**

The Board Development Committee is responsible for reviewing Board composition needs (expertise, skills, affiliations, etc.); recruitment of new Board members and recommending candidates/slate to the Board; recommending a slate of officers to the Board; and working with the CEO/other staff to conduct orientation sessions for new Board members and training sessions for the full Board as appropriate.

#### **Finance**

The Finance Committee is responsible for reviewing annual budgets prepared by staff; working with the Finance Manager as needed to design financial reports that are user-friendly and ensure that reports are accurate and timely; ensuring completion of annual audit; and reporting any key financial concerns or recommendations.

#### **Marketing**

The Marketing Committee is responsible for reviewing and enhancing marketing and communications plans and securing resources to advance marketing efforts to achieve the strategic plan.



**Sample Committee Planning Form**  
Fiscal Year 2009 (July 08 – June 09)

<b>Committee Name</b>	<b>Board Development Committee</b>
<b>Committee Chair</b>	Alicia Cordes
<b>Staff Staff Lead</b>	Patti Tototzintle, Nancy Cicero Patti Tototzintle
<b>Committee Charge</b>	The Board Development Committee is responsible for reviewing board composition needs (expertise, skills, affiliations, etc.); recruitment of new board members and recommending candidates/slate to the board; recommending a slate of officers to the board; and working with the CEO/other staff to conduct orientation sessions for new board members and training sessions for the full board as appropriate.
<b>Committee Members</b>	Board: Magui Rubalcava Shulman, Gloria Fressia, Julie Zimmer, Athena Adkins  Non-Board: Alicia Cordes (Chair), Gloria Perez
<b>Meeting Frequency</b>	Monthly between December '08 and June '09
<b>Meeting Schedule for FY 09 (July 08 – June 09)</b>	December Meeting: Monday, December 8, 8:30 a.m.  Future meeting dates: TBD
<b>Meeting Location (if applicable)</b>	TBD
<b>Priorities for FY 09</b>	<ol style="list-style-type: none"> <li>1. Recruit at least 4 new board members to start July 2009.</li> <li>2. Ensure an effective orientation process is in place for the new board members.</li> <li>3. Facilitate orientation prior to July board meeting.</li> </ol>
<b>Next Steps/Key Activities</b>	<ol style="list-style-type: none"> <li>1. Finalize meeting schedule for the rest of the fiscal year.</li> <li>2. Identify targeted skills, background, expertise needed on the board.</li> <li>3. Develop a board recruitment plan/process and timeline.</li> </ol>