



## Board Committees Policy Adopted 2/12/18

### Board Committee Philosophy and Objectives

- To have just a few productive committees
- Board Committees are not operational groups—activities are limited to addressing strategy, oversight and policy issues
- Board committees will include Board Members, Staff and other “Circlewood friends”
- Every Board member will serve on at least one Standing Committee
- There will be at least two Board members on each committee
- Committees recommend policy for approval by the entire Board
- Ad Hoc Committees may be created on a temporary basis to address a specific need or issue and then cease to exist

### Standing Committees

#### Board Development Committee:

Chair: Elected Circlewood Board Member

Staff Liaison: Executive Director

Participants: Other Circlewood Board members

Meeting Frequency: Monthly conference calls

#### Activities:

1. Responsible for the health and functioning of the Board, including updating of by-laws, board policies, and compliance
2. Cultivates potential new Board members
3. Recruits and nominates new Board members
4. Orients new Board members and facilitates current Board member training
5. Evaluates the performance of the Board
6. Makes recommendations to improve Board performance and effectiveness

#### Internal Committee:

Chair: Elected Circlewood Board member

Staff Liaisons: Circlewood

Participants: Other Board members and other staff as required

Meeting Frequency: Meet at least quarterly. Must meet and approve Audit annually

**Activities:**

1. Responsible for assuring optimal financial management and financial controls
2. Recommend approval of Annual Audit firm to the Board
3. Review Annual Audit with auditors and staff
4. Review Annual Audit with auditors without staff
5. Recommend Annual Operating Budget approval to Board
6. Advise staff with respect to asset investment alternatives
7. Makes recommendations on all financial issues affecting the Board and the organization
8. Reviews and makes senior staff salary recommendations
9. Reviews personnel policies
10. Acts as a safe harbor for staff grievances and/or whistle blower complaints
11. Recommends legal options and alternatives when required
12. Integrates Board member engagement in the strategic planning process
13. Provides strategic guidance on major asset and facility acquisition
14. May review major and unique grants or grant requests

**External Committee**

Chair: Elected Circlewood Board member

Staff Liaisons: Executive Director

Participants: Other Board members, “friends” of Circlewood and other staff as required

Meeting Frequency: Meet at least quarterly

**Activities:**

1. Encourages development and fundraising among Board and Board networks
2. Promotes the Regional Hub Development concept
3. Maximizes Board member participation in fundraising events
4. Facilitates the development of the annual Development Plan, Marketing Plan and Communications Plan / Calendar
5. Nurtures relationships with other nonprofit boards and donor networks
6. Advises Board and staff on appropriate and responsive Public Relations initiatives
7. Participates on Capital Campaign teams as required

**Ad Hoc or Temporary Committees**

Chair: Elected Circlewood Board member

Staff Liaisons: Subject matter experts and staff as required

Participants: Other Circlewood Directors and other staff as required

Meeting Frequency: Meet monthly until Ad Hoc Committee task is completed

**Activities:**

1. The intent and objectives of Ad Hoc Committee are to be defined by Board motion
2. Ad Hoc Committees cease to exist when their assigned missions are accomplished