1121 Olivette Executive Parkway, Suite 100
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LetsBuildHope@LBH-stl.com

LET'S BUILD HOPE
Transforming Nonprofits through Partnership

Board Committee Job Descriptions

EXECUTIVE/GOVERNANCE COMMITTEE

- Acts on behalf of the Board on urgent matters that occur between meetings
- Monitors organizational policy and procedure development
- Sets Key Performance Indicators (KPIs) with CEO and performs annual reviews of both leaders
- Assumes leadership of the organization's Strategic Planning process and reviews progress against the plan
- Establishes contingency plans as needed
- Annually reviews bylaws
- Oversees Board operations and clarifies Board member roles and responsibilities
- Appoints committee chairs and establishes ad-hoc committees
- Determines committee charters, outlining committee objectives in concert with assigned staff
- Oversees committee effectiveness
- Engages Board, CEO, and CDO to identify and recruit new Board members
- Establishes Board and committee succession plan; drives committee succession to the committee level, recommends Board officers
- Monitors Board member engagement
- Reviews and revises orientation, provides direction and input into the on-going training and development of the Board
- Establishes an annual Board self-assessment process
- Establishes Board meeting evaluation process to improve effectiveness
- Ensures that CEO meets annually with each Board member individually to determine level of satisfaction with Board service and to address challenges and opportunities

Committee Members

- Chair
- Vice Chair
- Secretary
- Treasurer

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Staff Liaison

- CEO

FINANCE & AUDIT COMMITTEE

- Ensures that accurate and complete financial records are maintained and presented for review to the Board
- Ensures that financial records are understood by the Board in order to make effective decisions
- Ensures that appropriate accounting policies and internal controls are established and reviewed
- Oversees completion of an annual audit and 990
- Oversees the development of an annual organizational budget and presents to Board for approval
- Monitors financial performance and safeguards assets
- Reviews insurance and risk management policies
- Establishes and oversees reserve funds, lines of credit, endowment options, and investments
- Educates the Board about financial issues

Committee Members

- Chair
- Board Member
- Non-Board Members

Staff Liaison

- CFO

DEVELOPMENT & MARKETING COMMITTEE

- Provides active, robust leadership around giving, soliciting, cultivating, and stewarding donors at all levels
- With the CDO, participates in the creation of a Case for Support that is reviewed, revised, and shared with the full Board annually
- With the CDO, participates in the creation of a quantifiable Annual Development Plan that stretches organization to grow fundraising efforts and donor relationships each

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year; Ensures an integrated, comprehensive approach to fundraising; participates in the Annual Planning Session to assist with plan creation (based on mission and metrics) that is reviewed, revised, and shared with the full Board annually

- Educates, inspires, motivates, and involves all Board members in development and fundraising activities
- With CDO, monitors and evaluates progress toward fundraising goals on a regular basis using the Monthly Budget Progress tool (dashboard)
- Assists in creating additional strategies to address challenges and/or shortfalls
- Works to support strategies that build strong brand awareness and furthers marketing
- Educates and engages Board members around marketing of organization, ensuring they are trained to communicate key messages and advocate on behalf of the organization

Committee Members

- Chair
- Board Member
- Non-Board Members

Staff Liaison

- CDO

PROGRAM COMMITTEE

- Ensures that the mission of the agency is carried out through needed and quality driven programs.
- Oversee clinical and related programs, reviewing practice and service provision and utilization statistics
- Review and approve outcome measurement criteria
- Monitor quality of care issues
- Review and examine inspection reports from bodies which license, certify, accredit, audit, or fund the agency
- Foster internal assessment and external evaluation of programs and program metrics
- Recommend to the Board changes, additions, or elimination of services

Committee Members

- Chair

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- Non-Board Members

Staff Liaison

- CPO

OPERATIONS & FACILITIES COMMITTEE

- Oversees the creation and implementation a comprehensive approach to facilities, human resources, and information technology
- With the CEO, determines operational and facilities improvement needs; helps set priorities
- Oversees the effectiveness of ongoing maintenance, repair, and upkeep of the facility
- With CEO, sets deferred maintenance schedule and budget and provides recommendations to the Board about long-term maintenance and upkeep
- Establishes strategies related space to maximize utilization and support financial productivity of space
- Reviews operations contracts to ensure quality and minimize risk
- Recommends policies and procedures regarding information technology, security, housekeeping, facilities, and maintenance/deferred maintenance
- Annually reviews human resource policies and procedures
- Annually reviews compensation/benefits plans to help achieve competitive wages/benefits
- Provides oversight to staff retention and engagement

Committee Members

- Chair
- Board Member
- Non-Board Members

Staff Liaison

- CEO