

# Board Committees & Ad Hoc Work Groups

While board meetings are used for strategic thinking, planning, decision-making, fiduciary oversight and team building, much of the work of the board is accomplished by standing committees or ad hoc work groups (sometimes called task forces).

## Executive Committee

The Executive Committee is usually comprised of the officers on the board, with perhaps some members-at-large who have history and/or great influence. Often, when a complex decision is needed, the Executive Committee will meet separately from the larger board to discuss the issues and develop a recommendation for the larger board.

## Finance Committee

The Finance Committee is usually chaired by the board treasurer and regularly reviews the financial statements of the organization and assists in preparing the annual budget, which the full board will approve.

## Audit Committee

The Audit Committee should be separate from the Finance Committee. Their job is to oversee the audit process, which can range from selecting the auditing firm to meeting with the auditors to examining the detail within the audit. This separation of duties from the finance committee allows for another set of eyes on the financial dealings of the organization.

## Governance Committee

The Governance Committee is responsible for developing and maintaining an effective board to lead the organization. Typical activities include board member recruitment, orientation for new board members, and regular board assessments. Some organizations ask the governance committee to spearhead the annual evaluation of the Chief Executive.



## Fundraising or Fund Development Committee

The Fundraising Committee is responsible for developing and implementing a fundraising plan to sustain the organization. Fundraising committees often participate in direct donor solicitations and coordinate fundraising activities in which other board members can be involved.

## Ad Hoc Work Groups

Ad hoc groups can be established to take on a specific issue. Often the issue is time limited and once it is settled, the group no longer needs to meet. Some examples include:

- **RE-LOCATION COMMITTEE** – to investigate the possibilities of moving or purchasing a building
- **FACILITY MAINTENANCE COMMITTEE** – to ensure regular maintenance occurs for a facility, and possibly select vendors for large repair projects.
- **ADVOCACY COMMITTEE** – to decide on the organization’s stance on key issues in the political or funding climate
- **SEARCH COMMITTEE**– to direct the process of hiring a new Executive Director
- **STRATEGIC PLANNING COMMITTEE** – to oversee the strategic planning process, including hiring a facilitator, selecting a location, and finalizing the agenda for the event.
- **CEO EVALUATION COMMITTEE** – to lead the annual evaluation process for the Executive Director

