

BOARD OF DIRECTORS

Committee Descriptions

I. Executive Committee

The Executive Committee consists of the officers of the board of directors. The president serves as chairperson of the executive committee. The committee meets bi-monthly between regular board meetings and assumes such duties and powers as are delegated to it by the board. It does not assume the authority of the board unless so authorized by the board. It formulates recommendations for board action.

II. Finance Committee

The Finance Committee works with the executive director in preparing the annual budget. Once the committee determines that the proposed budget is sufficient to provide for the operating needs of the organization, it presents the budget to the board of directors for approval. In cooperation with the treasurer, who should serve on the Finance committee, it reviews monthly financial performance and recommends periodic budget adjustments as needed. It makes recommendations to the board of directors regarding the investment and management of the organization's endowment funds and the use of related income.

III. Advancement Committee

The Advancement Committee works with the leadership staff to enable the planning and overall success of the organization's annual fund. The annual campaign is designated to be comprehensive, assuring diversity of income sources and involving maximum involvement by all members of the board of directors. Such involvement can include identification of prospects, securing appointments with prospects, and perhaps solicitation (with staff support) of donor prospects.

IV. Advocacy/Program Support Committee

The Advocacy/Program Support Committee works to support the Executive Director to advocate for mission related support in the legislatures and community. It is also responsible for reviewing new program initiatives and engaging community partners in assisting with the development and implementation of new and/or existing programs. The Committee comprised of board members and community partners, works with the Executive Director to ensure program initiatives are mission-aligned and have the funding and personnel capacity necessary to be effective.

V. Nominating Committee

The Board Nominating committee is responsible for the identification, recruitment, nomination and orientation of board members. Based on criteria it has established, it develops a list of potential board members and determines the degree of interest and commitment of those on this list. From among these prospects, it submits a list of nominees to the board of directors. It also presents a slate of officers for election at the annual meeting and nominates candidates to fill expiring terms of officers and board members. This committee is also responsible for evaluating Board and Board member performance.

VI. Personnel Committee. The Board shall establish a Personnel Committee consisting of a Chair, and no less than two (2) additional directors. The Vice President of the Board shall serve as the Chair of the Personnel Committee. The duties and responsibilities of the

Personnel Committee, in addition to the powers and duties delegated to the Committee by the Board, shall include the following:

(a) The duty to act as a grievance committee in disputes involving GreenHouse17 and its employees.

(b) In consultation with the Executive Director, the duty to make recommendations to the Executive Committee regarding personnel policies governing program staff. The Board shall approve personnel policies.

