

Books for Keeps Board Committee Structure Approved February 15, 2024 Board Meeting

Key Components

- Aside from the Executive committee, each board member serves on at least one committee: Internal, External, Governance
- Each committee will have at least one chair and an optional vice chair that fulfills the chair's role and responsibilities in their absence.
- The committee chair is responsible for assembling and sharing the agenda ahead of regularly scheduled meetings with committee members with the support of the executive director/executive committee/board calendar.
- Each committee should refer to the organization's strategic calendar for agenda setting.
- Board meetings organized around committee reports and Strategic Plan priorities
- Each committee will have at least one assigned BFK staff member to provide clarity and insight for committees.
- Non-board members may serve on a committee.
- Each committee may create ad-hoc committees under their direction for specific projects
 - These sub-committees also need a chair, but they do not need to be a board member.
- Each committee should generate notes and share that with all members and the rest of the board; Minutes shall be maintained in an organized manner for annual review by the Auditor.
 - [Link to Meeting Agendas](#)
 - [Link to Minutes Templates](#)

Committee Chairs: Are appointed by the executive committee - and are responsible for scheduling, leading, and facilitating the meetings and outcomes. They should be driving the vision of the committee and its outcomes in collaboration with the executive director and executive committee. At the annual retreat large goals will be determined and formalized by each committee. Responsible for sharing meeting minutes and outcomes with the executive committee following regular meetings in addition to sharing out with the full board during regular meetings. Best practice states that each committee should have a separate meeting facilitator (chair) and note taker for meeting minutes (vice-chair).

Executive Committee

Purpose:

- Composed of the officers of the board, meant to provide oversight to the greater board through a variety of means detailed below.

Scope of Work:

- Set board meeting agendas in collaboration with Executive Director & Committee Chairs
- All committees must have at least one executive committee member representation
- Organize and monitor the tasks/activities of other board committees.
- Supervise, conduct performance appraisal, collaborate and support Executive Director.
- Ensure all committees maintain regular meetings and progress toward the strategic plan.
- Maintain a clear and organized board of calendar that aligns with organizational needs.
- Ensure a Strategic Plan is developed, implemented, monitored & evaluated
- Create a general succession plan for the Executive Director position; adapting as needed if activated. Should be reviewed annually.
- Conduct annual evaluation of the Executive Director.
- Solicit full board for annual year-end financial contribution

Governance Committee:

Purpose:

- Manages and guides the overall health and functionality of the board.

Scope of Work:

- Facilitate board member onboarding and manage the recruitment process.
- Coordinate with the Executive Director for member orientation and ongoing development.
- Secure officer slate and new members in line with Bylaws annually.
- Evaluate the effectiveness of interpersonal board communications.
- Enhance the board member experience through intentional planning.
- Solicit input for necessary skills, expertise, and resources, emphasizing diversity.
- Conduct board self-assessment and surveys to gauge support needs for strategic plans.
- Ensure documentation compliance with Bylaws for board member terms.
- Monitor and ensure Bylaw compliance, conducting periodic reviews and revisions.
- Collaborate with the executive director to facilitate the board retreat, annually.
- Evaluate board member satisfaction, participation, and knowledge.
- Address noncompliance issues, consulting with the Executive Committee for remedial actions.

Internal Affairs Committee:

Purpose: Provides guidance for internal and operational issues, including finance, human resources, and facilities.

Scope of Work:

Finance

- Collaborate with the Executive Director in developing the annual operating budget and reviewing the chart of accounts.
- Work with the External Affairs Committee to set appropriate revenue goals for the annual budget.
- Regularly review financial statements to analyze spending patterns against the operational budget.
- Review audit results and provide timely recommendations/support for necessary adjustments.

Facilities

- Provide advisory services for significant facility improvement projects.
- Ensure acquisition, renewal, and review of property and liability insurance coverage.

Human Resources

- Advise the Executive Director on organizational structure and staff position changes as needed.
- Ensure the development and updating of appropriate Personnel Policies & Operating Procedures.

Data Collection & Analysis

- Assist in creating infrastructure for collecting relevant data to demonstrate impact to stakeholders and evaluate strategic plan progress.
- Provide guidance and feedback on data collection practices and procedures.

External Affairs Committee:

Purpose: External issues such as fundraising, public relations and marketing

Scope of Work:

Marketing, Public Relations, Community & Volunteer Engagement

- Coordinate with staff to develop a comprehensive annual Communications Plan with specific activities, timelines, and accountability.
- Assist in recruiting volunteers for center operations, fundraising events, and special projects.
- Monitor compliance with confidentiality policies in all internal and external promotions.
- Partner with staff to secure board member volunteers for community exhibits/events.
- Identify potential sponsors/partners from board member relationships and networks; coordinate solicitation with the Executive Director and staff.

Fundraising

- Examine each event's forecasted sponsorship revenue, participant fees, or contributions against expenses for annual budget input.
- Partner with the Executive Director to create and direct fundraising events.
- Provide advisement services for the fundraising strategy and plans as submitted by staff.