



Many nonprofits complain that their Board isn't doing enough. On high performing Boards, the workload is shared and managed through a committee structure and the goals and action steps for each committee are clearly communicated. This document is an example of one tool used to manage the Board and its workload. This document should be drafted at the beginning of each fiscal year by looking at the Board's overall responsibilities, reviewing how that breaks down into committee areas, and determining the most pressing issues for each committee to focus on.. The committee workload breakdown can then help determine when each committee meets, how much work needs to get done out of meetings, and other details leading to a high level of Board functionality. A hint: the more concrete each item on a committee's list is, the more likely it is to get done!

Sample FY Board Committee Charges

GOVERNANCE COMMITTEE:

- ⇒ Create roles and responsibilities document for the full Board and for individual directors
- ⇒ Assess recruiting needs and cultivate 3 new Directors and 3-5 new Committee members
- ⇒ Evaluate the performance of Board members up for re-election and discuss their future with the organization
- ⇒ Create at least one opportunity for Board members to socialize and get to know each other better
- ⇒ Re-visit our conflict of interest policy to ensure that it is up-to-date

FINANCE COMMITTEE

- ⇒ Update our investment policies
- ⇒ Select a new auditor
- ⇒ Create a policy for using the endowment
- ⇒ Improve our budgeting process
- ⇒ Examine the potential effects of Sarbanes Oxley on our fiscal practices
- ⇒ Work with the Governance Committee to ensure that a new Director is recruited who can eventually take over as Treasurer
- ⇒ Review our insurance policies

PROGRAM COMMITTEE

- ⇒ Meet with each Program Director to better educate committee members and ultimately the full board about how our programs are functioning
- ⇒ Work with the Fundraising Committee to secure grant dollars for evaluation
- ⇒ Create a recommendation for the board about who our primary markets should be
- ⇒ Respond to the staff's suggestion that we expand our after-school programs

FUNDRAISING COMMITTEE

- ⇒ Meet with every Director to secure pledges for an increase in personal giving of at least 5%
- ⇒ Get every Director to give at least 5 new names to the annual appeal
- ⇒ Plan and implement the annual benefit
- ⇒ Do a better job of supporting the staff in foundation cultivation and solicitation
- ⇒ Speak at member meetings about the importance of giving