

Sustainable Sandhills

Board Committee Structure

Manual of Practices

Committees can be a valuable source of additional expertise and energy for the Board of Directors. A common concern among board members is the time spent during board meetings on decisions that are project/program-specific or not related to their individual expertise. Having board members serve on one or two committees that represent their areas of interest and expertise will strengthen Sustainable Sandhills (SS) and help to reduce the SS staff workload.

As prescribed in **Section 10: Committees** of the **Bylaws of Sustainable Sandhills**, “the Board of Directors may appoint committees, including an Executive Committee, which shall have and may exercise such powers as conferred or authorized by the resolutions of said Board of Directors creating them. The Chair of the Board shall appoint the chairpersons of all committees of the Board. The designation of any committee and the delegation thereto of authority shall not relieve the Board of Directors, or any member of the Board, of any responsibility or liability imposed upon it or him or her by law. A majority of any such committee, if the committee is composed of more than two members, may determine its action and fix the time and place of its meetings, unless the Board of Directors shall provide otherwise.”

Therefore, this document will serve as a guideline for the committees of SS. It will outline roles and responsibilities for the committees proposed by the Board of Directors. However, each committee will be responsible for preparing and submitting their own job description to the Board of Directors for approval. At any time, the Board of Directors may appoint other committees as it deems necessary to implement the purposes of the organization.

Executive Committee

The Board of Directors shall elect an Executive Committee consisting of the officers (Board Chair, Vice Chair, Treasurer and Secretary) of the organization and one additional board member. The Executive Committee shall act for the Board of Directors during the period between board meetings and shall exercise all powers of the Board except any which have been expressly reserved by the Bylaws of Sustainable Sandhills (SS). The Executive Committee will meet face to face at the direction of the Board Chair on a monthly basis and no less than two weeks prior to a scheduled Board of Directors' meeting to review and approve the agenda for the next Board of Directors' meeting. The Secretary shall give reasonable notice to each member of the Executive Committee of the time, date and place for each committee meeting. A SS staff member delegated by the Executive Director shall be present at each Executive Committee meeting.

Nominating Committee

A Nominating Committee consisting of Board members will be formed to nominate persons to serve as officers of the Board of Directors as well as to consider new members of the Board of Directors as positions come available. This committee shall consist of a maximum of five members and a minimum of three members who meet a minimum of four times per year and report to the Executive Committee on a monthly basis. Reporting to the Executive Committee can be via written report if the items being reported on do not require discussion and are for informational purposes only. The following are examples of duties of the Nominating Committee:

- Identify potential candidates with skills needed by the Board of Directors
- Interview potential candidates and determine qualifications
- Draft a slate of officers each year to be presented to the Board of Directors for approval at the annual meeting

Fundraising Committee

A Fundraising Committee will be formed to lead the Board of Directors and staff in efforts that attract money and services needed to carry out the overall mission of SS. This committee shall consist of a maximum of five members and a minimum of three members who meet monthly and report to the Executive Committee on a monthly basis. Reporting to the Executive Committee can be via written report if the items being reported on do not require discussion and are for informational purposes only. Though the Chair of this committee shall be a member of the Board of Directors, non-board members can also participate as needed. The following are examples of duties of the Fundraising Committee:

- Assist in developing the Fundraising Plan
- Develop a major donor recognition program
- Thank members and major donors personally
- Contribute financial support and encourage others to do so
- Make an "ask" or assist someone in making an "ask"
- Identify potential major contributors
- Secure hosts for house parties and "friend-raisers"

Public Relations/Outreach Committee

A Public Relations/Outreach Committee will be formed to inform the public about Sustainable Sandhills and to promote the organization's work and mission. This committee shall consist of a maximum of five members and a minimum of three members who meet monthly and report to the Executive Committee on a monthly basis. Reporting to the Executive Committee can be via written report if the items being reported on do not require discussion and are for informational purposes only. Though the Chair of this committee shall be a member of the Board of Directors, non-board members can also participate as needed. The following are examples of duties of the Public Relations/Outreach Committee:

- Develop a Communications Plan
- Secure and execute speaking engagements
- Assist in spreading the word about Sustainable Sandhills by posting information on online forums, community calendars, social networking sites, etc.
- Identify personal and professional links to television, newspaper, internet, publication, radio and billboard outlets and promote Sustainable Sandhills through these avenues

Events Committee

An Events Committee will be formed to assist staff in planning, staffing and staging events hosted by Sustainable Sandhills and its partners. This committee shall consist of a maximum of five members and a minimum of three members who meet monthly and report to the Executive Committee on a monthly basis. There may be times prior to events that the Events Committee will need to meet more often to allow for proper execution of the event. Reporting to the Executive Committee can be via written report if the items being reported on do not require discussion and are for informational purposes only. Though the Chair of this committee shall be a member of the Board of Directors, non-board members can also participate as needed. The following are examples of duties of the Events Committee:

- Coordinate, plan and stage events alongside staff
- Request support from volunteers
- Volunteer coordination
- Collect donations, door prizes and raffles for events

Committee Structure Quick Reference Guide

	Executive	Nominating	Fundraising	PR-Outreach	Events
Is a staff member required to be present?	Executive Director or delegate	Yes at first, then as needed	Yes at first, then as needed	Yes at first, then as needed	Yes at first, then as needed
How often should we meet?	Monthly	Minimum of 4 meetings per year	Monthly	Monthly	Monthly + as needed
Can this committee meet via phone?	Yes	Yes	Yes	Yes	Yes
What is the minimum/maximum number of voting members?	Officers + 1 at large	5 max/3 min	5 max/3 min	5 max/3 min	5 max/3 min
Can this committee include non-board members? (outside of staff)	No	No	Yes	Yes	Yes
Should the committee prepare their own job description?	Yes	Yes	Yes	Yes	Yes