

Athens-Oconee CASA Board Committee Structure

Approved 8.10.2021

Key Components

- Each board member serves on at least one committee, either Executive, Internal, External, Governance
- One person from each is committee chair
- Board meetings organized around committee reports, and/or Strategic Plan priorities
 - Committee Chair shares strategic plan priorities with the committee
- Executive Director serves on each committee and reports at Board meetings
- 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 a manner for annual review by the Auditor.

Committee Chairs: Are appointed by the Chairperson of the board - and are responsible for scheduling, leading and facilitating the meetings and outcomes. They should be driving the vision, in collaboration with the Executive Director, of the committee and its outcomes. Regular communication with the Executive Director at least 5 business days prior to the meeting to discuss plans and tools needed for success. At the annual retreat large goals will be determined and formalized by each committee.

EXECUTIVE: (Officers of the Board of Directors)

- 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
- Provide input to Governance Committee on skill sets needed to conduct routine board business and carry out strategic priorities, as well as attention to diversity and demographics of members
- Require program evaluation to monitor effective operations, mission alignment and outcomes
- Collaborate with Internal Affairs Committee and Executive Director to generate an Annual Report
- Ensure a Strategic Plan is developed, implemented, monitored & evaluated; document in Minutes
- Create general succession plan for Executive Director position; adapting as needed if activated
- Review corporation policies, such as financial and all associated with audit and nonprofit business practices, and those required by funding sources or affiliations such as Georgia CASA Standards

GOVERNANCE: Health and functioning of the board itself. Examples include:

- Secure the officer slate and new members-at-large in accordance with the Bylaws, annually
- Intentional plans for future leadership/officers within Executive Committee; develop leaders
- Solicit ongoing input regarding skills, expertise and resources needed, and recruits accordingly; including diversity, demographics of the service area and mandates of funding sources
- Conduct surveys and or evaluations of the board to determine pulse and need of support to meet strategic plan
- Ensure written documentation of the terms of board members in accordance with the Bylaws; establish written communication tools to confirm nomination, election, or rotation off the board, etc.
- Coordinate with Executive Director to ensure Orientation for new members & ongoing development for existing members, preparing all members with current, accurate and relevant information
- Monitor Bylaw compliance annually and conduct periodic review and revisions, as needed
- Collaborate with Executive Director for Board Retreats or other expanded work sessions
- Conduct evaluations with board members to assess satisfaction, participation, knowledge, ideas, etc
- Address remedial communication or actions to remove Board members who are noncompliant with carrying out job description, code of ethics, or term limits; consult with Executive Committee

INTERNAL AFFAIRS:

Internal and operational issues, including finance, human resources, facilities and reports

Finance

- Support Executive Director in development of annual operating budget; review chart of accounts
- Advise External Affairs Committee of budget amounts needed from fundraising appeals & events
- Review financial statements no less than quarterly & confirm Audit Committee each year
- Select auditor, review audit results and direct action needed to respond to management letters/audit recommendation or requirements within nonprofit accounting practices
- Support Executive Director in financial compliance with funding source(s) mandates

Facilities

- Ensure compliance with all regulatory sources such as fire marshal and other city/county agencies
- Monitor furnishings, fixtures and expendable supply needs and sources for operations
- Ensure acquisition and renewal, as well as review property and liability insurance coverage
- Coordinate with bookkeeper/treasurer and auditor on issues related to fixed assets
- Support Executive Director in securing and monitoring maintenance vendors or volunteers

- Oversee the maintenance and development of the facility, grounds, parking, shared areas, etc.
- Support logistics and cloud access and security maintenance of inventory of office equipment, furnishings, computers, virtual storage etc.
- Monitor warranties, service contracts and depreciation schedules of fixed assets

Human Resources

- Examine proposed changes to organizational structure and staff positions with the Executive Director; assess impact and issues for Board consideration such as financing, mission alignment, capacity to sustain, CASA unique expertise to meet needs, internal and external stakeholder considerations, etc.
- Advocate for Executive Director's role as hired to oversee operations and staff; support as needed
- Ensure appropriate and current Personnel Policies & Operating Procedures are developed and updated; partner with Executive Director as needed; report review dates for board meeting minutes

Annual Report

- Lead the collection and compilation of information from committee reports, board and retreat minutes, Strategic Plan progress reports, etc. to participate in development of an Annual Report

EXTERNAL AFFAIRS:

External issues such as fundraising, public relations and marketing

Marketing, Public Relations, Community & Volunteer Engagement

- Coordinate with the staff to develop a comprehensive annual Communications Plan with specific activities, timelines and accountability of staff or board; plan development can include review of:
 - *community engagement and presentations to build public awareness of Athens-Oconee CASA programs and needs
 - *electronic/digital methods such as web site, social media platforms, print material, media promotions
- As coordinated with staff, help recruit volunteers for center operations, fundraising events and special projects
- Monitors compliance with confidentiality policies of clients within all areas of internal & external promotions
- Partner with staff in securing board member volunteers to help represent agency at community exhibits/events
- Help identify potential sponsors/partners from board member relationships and networks; coordinate solicitation with Executive Director to effectively match the interests and resources of potential sponsors with Athens-Oconee CASA program needs and/or the options within the annual fundraising appeals or events

Fundraising

- For annual budget input, the committee examines each event's forecasted sponsorship revenue, participant fees or contributions against the event expenses to insure sufficient net revenue can be achieved in budget
- Present yearly fundraising plan to the board
- In partnership with the Executive Director, create and direct fundraising events, determines the job duties [tasks] of staff and volunteers to plan, conduct, follow-up and evaluate each fundraising event; recruits, trains, supports and thanks volunteers