

CaringMatters

Standing Committee Descriptions

Governance

Mission: To ensure Board efficiency, to offer Board best practices expertise to CaringMatters, and to promote Board member engagement and satisfaction.

Meet virtually on a monthly basis, with 30 minutes in person before Board meetings.

Work Plan Priorities / Roles and Responsibilities:

1. Help create Board roles and responsibilities.
2. Pay attention to Board composition and take necessary action in recruitment process.
3. Encourage Board development through education, team building and active committees.
4. Assess Board effectiveness through an annual assessment and implement action steps.
5. Prepare Board leadership through succession planning, training and committee roles.

Finance

Mission: Ensure financial health and responsible fiscal/accounting/investment practices.

Committee will meet as needed.

Work plan priorities / Roles and responsibilities:

1. Serve as liaison with investment advisors.
2. Review investment policy statement.
3. Hire and manage audit firm.
4. Review and question internal financials.
5. Review audit firm/investments/budget/internals finance.
6. Review budget and cash forecast.
 - a. Operating budget
 - b. Capital budget
 - c. Special projects

Development

Mission: The mission of the Development Committee is to supplement existing and create new sources of reliable, broad-based, and long-term revenue to support the programs of CaringMatters.

Committee will include Board and non-Board members as well.

Work plan priorities / Roles and Responsibilities:

1. Create a Development Activity Calendar
2. Ensure the success of the Gala, Bowl-A-Thon, and Raise Your Glass
3. Coordinate sponsor outreach
4. Serve on auction team
5. Develop and track master list of outreach (to whom, by whom, follow-up, etc.)
6. Mentor new members
7. Fundraising campaigns, including those directed to major donors and those that include planned giving

8. Lead and participate in donor appreciation activities (follow-up post donation & again, 6 months later; thank you phone calls, lunches, etc.)
9. Consider a new donor database (Sales Force or other)