

Great Old Broads for Wilderness
Board Committee Descriptions
Board-led and staff-supported Committees that help with implementation of the
strategic plan and oversee the work of the organization
Updated October 15,2015

Executive Committee

The Executive Committee is responsible for working in support of, or occasionally on behalf of, the full Board. Their responsibilities include:

- Handle urgent issues, resolving any emergency or organizational crisis that cannot be delayed until the full Board can be convened.
- Nurture the Executive Director providing counsel feedback, and support when needed.
- Oversee the first six month and thereafter the annual performance appraisal of the Executive Director and report the results of the assessment of the Board.
- Review and make a recommendation to the Board regarding the compensation and benefits of the Executive Director.
- Advise the Board Chair on developing the agenda for board calls.
- Develop and select a location, meal planning, activities, and agenda for the annual retreat.
- The Chair will oversee the progress of the committees along with the Executive Director.

Program Committee

The Program Committee is often comprised of board members who are most familiar with the approaches and operations of the organization's programs. Depending on its make-up and programs, this committee's most common responsibilities are:

- To oversee new program development, and to monitor and advise existing programs.
- To facilitate discussions about program priorities.

Membership/Communication Committee

The Membership/Communication Committee has been combined to include the following activities with members and staff:

Membership

- The membership committee is responsible for increasing the number of individual members.
- Ensuring the retention of these members through the offering of activities and opportunities to support of the goals of the organization.
- This committee works closely with the staff to identify active members and develop membership programs that meet the changing needs of the membership.

Communications

Open doors by connecting staff with communications professionals in the committee member's network.

- Sounding board for staff that do the work and make the decisions, by offering feedback and suggestions.
- Do research on target audiences, for example, to focus and improve marketing strategies
- Gather intelligence on what competing organizations or "frenemies" are doing to help staff stay abreast of important trends or developments.
- Friend raise by speaking publicly and privately with others about the organization's good work
- Launch special projects that staff are incapable of pursuing for whatever reason (not enough time), but that greatly benefit the organization.

Finance/Personnel Committee

Finance

The Finance Committee supports the development of the annual expense budget, tracks the actual spending vs. budget, watches monthly cash flow, and interprets the overall financial health of the organization on behalf of the board. This committee supports the development of the longer-term strategic plan as well as next year's annual plan

The Finance Committee tasks are:

To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans

- Report to the board any financial irregularities, concerns, opportunities
- Recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
Work with staff to design financial reports and ensure that reports are accurate and timely
- Oversee short and long-term investments, unless there is a separate investments committee
- Recommend selection of the auditor and work with the auditor, unless there is a separate audit committee, and
- Advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.
- Maintain and periodically review retirement plan for full-time employees.
- Review risk management insurance policies, plans, and strategies.

Personnel

The Personnel Committee guides the development, review and authorization of personnel policies and procedures.

- It assists the executive director with leadership and management matters and ensures an annual board evaluation of the executive director.
- The committee reviews job descriptions, establishes a salary structure, and annually reviews staff salaries, and reviews the benefits package.

- The committee ensures that the wages paid are comparable to wages in other, similar organizations – and that each employee has a current job description, and yearly documented objectives.

Human Resource Policies, Staff Planning, Benefits Selection, Pension Considerations, and Vacation/Holiday Schedules for full-time and part-time employees are all within the responsibility of this committee

Nominating Committee

The Nominating Committee identifies needed board member skills, suggests potential members and orients new members.

- To confer with prospective board members, review applications, and recommend candidates to the board
- To facilitate orientation for new board members through mentoring and a welcome packet of information
- To recommend a slate of officers for the board
- To suggest new, non-board individuals for committee membership
- Do a self-assessment form for board members – OMIT
- To acquire or develop instruments for evaluating performance of board members and of the board as a group and to recommend changes based on these assessments. - ADD

Fundraising Committee

The Fundraising Committee oversees the development of the Annual Fundraising Plan – and tracks the planned vs. actual results during the year. They encourage, train, and thank other board members for their involvement in the fundraising activities. They explore potential new fundraising activities as part of the strategic planning process.

To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc. To accomplish this, its responsibilities are:

- To work with fundraising staff in their efforts to raise money
- To take the lead in certain types of outreach efforts, such as chairing or hosting fundraising parties
- To be involved with the Fundraising Committee in setting goals for events as an overall plan for the annual budget
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost effective.
- Review sponsoring an annual raffle
- Define Auction Administration job description including sponsorship solicitation, compensation

[Auction/Fundraising: \(IDEAS DISCUSSED DURING COMMITTEES' DEVELOPOMENT AT 2012 RETREAT FOR FUTURE CONSIDERATION\)](#)

ACTION ITEMS

a) Do more Auction marketing/outreach:

- *Engage Broadband Leaders in auction donation solicitation*
- *Ask Board of Directors, other members/donors to share with their network and associates (all partner organizations);*
- *Ask Broads Auction and other Donors to share with their associates, friends and their customer lists*
- *Ask Moosejaw to promote this year*
- *Ask aligned organizations (SCRA listserv, SUWA, NMWA, et al.) to promote auction*
- *Develop an outreach plan for the Auction/other events to include spending more \$ in pubs to advertise auction/Broads (advertise again in High Country News, i.d. other pubs).*
- *Distribute Wild for Wilderness auction slips with website address to Board Members/others to pass out.*
- *Find out how Stillwater Canyon trip crew from Rockford, Illinois found out about the auction.*

b) Do more Quilt Raffle promotion (via Board members, Broadbands, Greater Canyonlands Broadwalk, Rendezvous)

c) When Sue retires, redefine Auction Administrator job description to include sponsorship solicitation and compensation to part base pay and part commission

d) Explore other fundraising ideas, to include hosting: Telluride House Party in conjunction with Mountainfilm 2013 & '14 (develop proposal for Mountainfilm to adopt WILD/WILDERNESS as 2014 Moving Mountains Symposium theme); other area house parties; develop event plans within participation of national events; an annual raffle; developing a plan to solicit major gifts from long-time donors; Mother's Day appeal reaching down and up (see notes); Mother's Day/other Sustaining Membership Solicitation; outreach events around annual Board Retreat (house party or just outreach like Reno Patagonia event); outreach events to introduce new full time employees

e) Develop a fundraising plan (to include many of the above-proposed ideas)

f) Appoint additional members to the Fundraising Committee

Issues and Litigation Committee

- The committee will support the Executive Director, Associate Director, and the Board of Directors on specific legal, political, or administrative issues relate to wilderness and wild lands advocacy.
- Review questions or concerns about entering into litigation or other legal processes.
- Review legal or policy decisions that must be made by our organization that may benefit from informal legal advice.
- The committee members will have expertise in such areas as environmental, legal, or administrative policies and procedures.

Temporary Special Projects Board Committee Descriptions

50th Anniversary of the Wilderness Act Committee

25th Anniversary of the Great Old Broads

These two events were celebrated in 2014.

The 50th Anniversary of the Wilderness Act in Albuquerque, New Mexico on Oct. 15-17, 2014.

The committee will gather information and resources for planning local or regional events to celebrate the event. The Broads will participate on several levels:

- At the local level in the community around Durango
- With other environmental non-profits develop events such as film festivals, art shows, a traveling theme such as puppets representing well known environmentalists.
- Encourage and assist Broadbands in their area to plan events for their communities
- The board and some staff will attend the 50th Anniversary event in Albuquerque, NM.
- The board and staff including this committee will develop an event for the participants in Albuquerque to increase our recognition in the environmental community.

The 25th Anniversary of the Great Old Broads for Wilderness took place in Moab, UT in May, 2014. While coordinating with the Program Committee, the members established a date and location. The theme included celebrating the 50th as well as our 25th. A theme, day activities, a possible silent auction, quilt raffle were included, speakers and entertainment organized for the participants.