

Board Committee Charters

Executive Committee Charter (Approved Feb 4, 2021)

The Executive Committee (E.C.) is responsible for working in support of, or occasionally on behalf of, the full Board. The Executive Committee members are Chair, Co-Chair, Vice-Chair, Treasurer, Secretary and Executive Director.

The E.C. 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.
- 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.
- Communicate with other Board Committee chairs on progress toward their annual goals (Development, Strategic Governance, Advocacy/Litigation).
- Executive Director (E.D.) – Recruit and interview for E.D. position. Make recommendations to the Board for hiring new E.D. and compensation and benefits of the position. Oversee the first six months and thereafter the annual performance appraisal of the E.D. and report the results of the assessment of the Board.
- Board and Committee Nominations – Identify, recruit, nominate, educate and mentor new Board members. Nominate committee members, including non-Board appointees.
- Finance – The Treasurer and Executive Director will develop the annual budget, monitor income and expenses, set financial responsibilities/priorities, create reports, interpret overall health of the organization, and manage insurance policies and plans. Information will be shared with the Executive Committee and summaries and recommendations will be presented to the entire Board.
- Human Resources – Provide support for E.D. in staff planning, benefits, job descriptions, salaries, and evaluations. Determine need for, and support staff training. Provide advice and support for E.D. in any personnel or human resources issues.
- Policy and Procedures Manual – Provide annual review and updates to policies and procedures. Develop new policies and procedures as needed. Update Board of Directors responsibilities/expectations, board committee descriptions, and by laws as needed.
- Review and recommend for final approval policies and procedures to advance Diversity, Equity, and Inclusion in all aspects of the Broads organization.

Development Committee Description (Reviewed and Approved February 2021)

The Development Committee oversees the development of an annual fundraising plan. The Committee assists staff with:

- developing case statements, feasibility studies and fundraising goals
- creating fundraising campaigns
- identifying, cultivating and soliciting major gifts.

The Committee also acts as a liaison between staff and board on fundraising training and board involvement. The Committee works with staff to reach annual fundraising goals, including:

- working with development staff with their fundraising efforts
- taking the lead in certain types of outreach efforts
- advising on event and fundraising initiatives as requested by staff
- monitoring fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost effective.

Advocacy and Litigation Committee Description (Approved January 2019)

The Advocacy and Litigation committee will support the Executive Director, Associate Director, and Board of Directors on (1) specific legal and agency administrative issues; and (2) advocacy efforts by the National Office, Broadbands, and Great Old Broads members.

The committee will:

Provide review and guidance to the national office, as aligned with the strategic plan;

- review the strategies and outcomes of advocacy efforts by Broadbands;
- respond to specific requests by the Executive Director and Board of Directors; and
- meet 3 times a year as a whole, and at other times, as needed.

A subcommittee will screen potential Great Old Broads participation in litigation activities, and report to the full committee for their recommendation.

The committee members will have expertise in such areas as public lands administrative procedures, environmental laws and litigation, and strategies for environmental and public lands advocacy.

Strategic Governance Committee (Updated March 2019)

The Strategic Governance Committee (SGC) is composed of a member from each of the other committees, as well as the Executive Director, and will meet three times a year, or as

needed, to hear reports from the Executive Director, Staff and committees summarizing the progress in meeting the goals of the strategic plan, any barriers to meeting the goals, and any issues that may require strategic plan revisions.

The SGC is responsible for assessing the progress in implementing the GOB's Strategic Plan. Any substantial issues (and recommendations for dealing with them) that come from the committee's work will be carried forward for discussion on the regular Board calls. A comprehensive report summarizing the Committee's actions for that year and new or proposed Strategic Plan revisions will be presented at the annual Board retreat. This report will also assess the Strategic Plan's implementation based on feedback from the National Office and Broadband leaders.

Committee Tasks:

- Meet three times a year, or as required by new or evolving issues/opportunities, to review and track implementation of the Strategic Plan and assess any needs for plan revisions;
- Based on these reviews, recommend modifications to existing policies or the need for new policies. Policy changes proposed by the Executive Director, Staff, or other committees should first be reviewed with the SGC before being recommended for adoption by the Board of Directors;
- Report Committee findings on Board Conference Calls;
- Work with the National Office to prioritize and recommend to the Board the Strategic Plan Outcomes and Strategies for the coming year to assure the Strategic Plan's implementation.
- Assess how effectively these Outcomes and Strategies have been addressed, sharing these with the Board at its Annual Retreat.
- Share the Strategic Plan with all Broadbands and work with the National Office to develop the training necessary to assure its understanding and inclusion in all Broad activities.
- Create a dissemination plan for the Strategic Plan, for individual donors, foundations, partners, and others.