



TAKE STOCK MANATEE - BOARD COMMITTEES

GOOD ON US

- During our October board meeting, we unanimously agreed that we should require every board member to sign up for and participate in a committee.
- This is a Board best practice.

Hello, We're

AWESOME

How can we help you?

WHY?

1

Give every board member a clear role & purpose

2

Be a more active versus passive board

3

Help us do more for Take Stock and our students

COMMITTEE DESCRIPTIONS

Executive Committee

- Take action on behalf of the board between meetings
- Work with the CEO to set organizational goals for the year
- Advise CEO on an ongoing basis (proactively and reactively)
- Develop / improve CEO evaluation process and evaluate CEO's performance

Budget & Finance Committee

- Assist CEO in developing the annual budget
- Review financials prior to board meetings
- Generate and share financials prior to board meetings
- Summarize financial health at board meetings
- Review form 990 prepared by accountant
- Ensure quality of accountant's deliverables

Board Governance & Effectiveness Committee

- Set requirements for board members
- Foster board diversity to reflect our student population
- Determine board recruitment needs
- Recruit and vet new board members
- Develop new board contract outlining expectations
- Monitor board effectiveness
- Build board cohesion
- Develop Board onboarding materials and training
- Manage changes to bylaws if applicable

Investment Committee

- Help secure an investment firm
- Work with CEO to define investing amounts and durations
- Work with CEO to confirm risk levels and select investments accordingly
- Monitor investment returns

Fundraising Committee

- Solicit donations via known and unknown sponsors
- Introduce potential donors to CEO
- Guide fundraising approaches and options (types, levels, legacy, etc.)
- Actively participate in the planning and execution of fundraising events, e.g. Giving Tuesday

Mentor Recruitment & Appreciation Committee

- Identify and recruit new mentors directly and via other board members
- Develop and implement approaches to thank mentors and show our appreciation
- Assist CEO in the planning and execution of mentor events
- Solicit mentor input and feedback
- Assist CEO in leveraging mentor feedback for operational improvements

Marketing & Public Relations Committee

- Generate and share social media content
- Develop and/or leverage relationships with local media to increase exposure
- Alert CEO and board to PR opportunities, e.g. speaking engagements
- Identify and capitalize on general marketing and PR opportunities
- Assist CEO in developing marketing plans and marketing effectiveness

OUR APPROACH

- **Every committee will have a lead (some will only have a lead)**
- **Committee leads should call on other board members for help**
- **Committee leads may recruit volunteers, e.g. Community Council members**
- **In concert with Anne (where applicable), committees should develop plans for 2022 and share those plans with the board at or preferably before our February meeting – then we can work the plans**
- **Committees should over-communicate!**

COMMITTEE ASSIGNMENTS

- Executive Committee – **Rob**, Jay, Mark, Bob
- Budget & Finance Committee – **Liz**
- Board Governance & Effectiveness Committee – **Chuck***, Rob, Jay
- Fundraising Committee – **Laurey**, Mary
- Investment Committee – **Lou**, Bob
- Mentor Recruitment & Appreciation Committee – **Teena**, Reggie*
- Marketing & Public Relations Committee – **Dan**, Kelly

* No preference received; assigned by Rob