

- **Executive Committee**

The Executive Committee is normally made up of the Officers of the Board (President, Vice President, Secretary, Treasurer, and sometimes Past President). In some circumstances, committee chairs or other appropriate leaders sit on the Executive Committee. The Executive Committee is usually empowered by the bylaws to make decisions on behalf of the Board when necessary. They can meet regularly or as needed between Board meetings to discuss issues which need to be presented to the full board.

- **Finance Committee**

The Finance Committee oversees the financial operations of the organization, including preparing and presenting a budget to the Board for its approval, monitoring the financial activity of the organization, preparing (with staff) financial reports for Board approval, and making recommendations for unusual activity (such as large purchases or approval of financial policies) to the Board. The Treasurer normally chairs the Finance Committee

- **Human Resources (sometimes called Personnel)**

The Human Resources committee is responsible for hiring and evaluating the chief executive and assisting with overall personnel policies of the organization. This committee may be a standing committee (more common in larger organizations) or may be convened when a search or employee review is necessary.

- **Fund Development (sometimes called Development or Fund-Raising)**

The Fund Development Committee is responsible for overseeing the fund-raising effort of the organization. The exact duties of this committee depend on the needs of the organization; in organizations without paid staff the committee will do everything including preparation of fund-raising materials, mailings, and grant applications. Sometimes there are committees dealing with specific fund-raising activities, such as membership or an annual fund drive. The Fund Development Committee is an excellent opportunity for including members of the community with particular fund-raising expertise who do not have the time or ability to serve on the Board.

- **Planning Committee**

The Planning Committee is responsible for creating the plans which govern the organization's mission, goals and annual priorities. Assigning the bulk of planning work to the Planning Committee, while allowing for Board and community input, is one way of accomplishing ongoing planning while continuing to accomplish the programs of the organization.

- **Program Committees**

Various programs of the organization may have the need for committees to oversee their work, particularly in the case of a small organization with few or no staff members. Examples might be a committee that researches and proposes a performing arts or exhibit season, an education committee, a scholarship committee or a festival planning committee.

- **Marketing Committee**

The Marketing Committee works on the creation of the overall image of the organization and various promotional strategies. It may create a marketing plan, recruit community members with marketing expertise to create marketing ideas, and work with staff to execute the plans.