

# Possible Standing Committees

Not all boards or management committees have standing committees and not all boards have the same committees. The list below can be used as a guide and is not in any way a complete list. Each board must decide which committees they need and their individual terms of reference.

## Governance Development Committee

The Governance or Board Development Committee ensures effective and efficient board processes. Tasks of this committee vary greatly from organisation to organisation, and usually include:

- To prepare priorities for board composition
- To organise training sessions for the entire board, including board retreats
- To organise training and development activities for committees

## The Budget and Finance Committee

This oversees preparation and review of the budget, and keep track of all financial transactions including:

- Recommending financial guidelines and processes to the board
- Reporting any financial irregularities or concerns to the board,
- Identifying opportunities for income generation
- Overseeing the management of short and long-term investments
- Working with the auditor and responding to the auditor's recommendations

## Fundraising/ Development Committee

Generally tasks include:

- Working with staff to establish a fundraising plan that incorporates a suite of fund-raising activities
- Taking the lead in certain types of fund-raising efforts
- Monitoring fundraising activities to ensure that they are cost efficient

## The Personnel Committee

Tasks can include:

- Drafting and/or revising personnel policies for board approval
- Reviewing job descriptions, salary structures, and staff salaries and benefits packages
- Acting as a grievance board for employee formal written complaints about the Manager or when an employee formally appeals a decision by the executive director to the board.

## Marketing and Public Relations Committee

This committee will usually include working with staff to develop a marketing plan for the organisation which:

- Identifies potential new markets for the organisation's services or products
- Promotes the organisation's services to the community
- Builds a good relationship with the media

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