

Communities In Schools of Madison County Board Committee Descriptions

WORKING COMMITTEES (to meet every other month):

Standards Committee

To assist in the implementation of agency standards involving TQS

Finance Committee

- Responsible for overall direction and oversight of CIS finances
- Oversees development and monitoring of the annual program budget
- Recommends budget for full Board for approval
- Carefully reviews financial reports and statements
- Develops and monitors internal financial controls and procedures
- Reviews sources of funding in conjunction with budget preparation
- Arranges for annual independent audit of financial operations
- Reports to the Board on other financial matters as deemed appropriate by the Board, including new regulations and their impact on the program

Public Relations Committee

- Responsible for recommending policy relating to public image of CIS program
- Informs public regarding functions of CIS program and promotes favorable public recognition
- Develops Public Relations Plan, including financial needs to support it
- Recommends various media to be used in creating and maintaining awareness of CIS and ongoing activities
- Recommends specific audiences to be reached in public relations efforts, such as civic clubs, churches, government officials and influential community leaders
- Assists with creation of written material to promote CIS
- Assists with collection of clippings or copies of all other media coverage
- Provides periodic reports to Board regarding public relations efforts

Resource Development Committee

- Identifies potential sources of funds and other resources
 - Responsible for acquiring the funds and non-financial resources necessary to operate the program
 - Oversees an organized effort by entire Board and Executive Director to contact potential resources and request contributions
 - Organizes special fundraising events
 - Participates with Finance Committee in preparation and monitoring of the annual program budget
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STANDING COMMITTEE (To meet as needed):

Executive Committee

The Executive Committee is composed of Board officers. The Executive Committee is also the body that makes important program decisions in emergency situations. If the issue needs further clarification or is a matter requiring full Board approval, it can be taken directly to the next Board meeting with an Executive Committee recommendation for action. Specific responsibilities of the Executive Committee include:

- Manages Board governance functions and oversees development and maintenance of the program's policy and procedure framework
- Oversees committee structures and work flow and ensures coordination among Board committees, Board of Directors and staff
- Interviews final candidates for Executive Director and makes a recommendation to the full Board
- Supervises and conducts the annual performance appraisal of Executive Director
- Monitors the organization's long-range strategic plan
- Acts on behalf of the Board between meetings as defined by the bylaws