

**North Kent Community Services
Committee Descriptions**



rev. 1.6.16

Standing Committees:

Building & Grounds Committee

- Develop the annual maintenance plan and long-term maintenance plan for the building, grounds, vehicles and warehouse equipment.
- Review and make recommendations of needed improvements.
- Ensure that two-three bids are being sought for larger expense items every several years.
- Help prepare maintenance budget to submit to Finance Committee for approval.

Finance Committee

- Develop the annual operating budget.
- Review monthly balance sheet, income statement (including variance to budget) and statement of cash flow for completeness and accuracy.
- Establish cash days on hand; target and review variance to target on a monthly basis.
- Assist in the development of the long term strategic plan.
- Develop financial operating policies and procedures.
- Recommend selection of the independent auditor and review annual audit and Form 990.
- Establish investment policies and oversee investment portfolio.
- Advise Executive Director about financial priorities and concerns.

Fund Development Committee

- Be the “connectors” to help engage churches, businesses, individuals, foundations and civic groups with the organization’s mission.
- Make thank you phone calls and write personal thank you notes to supporters.
- Oversee the development plan of the organization and review to ensure progress toward annual and long-term funding goals.
- Develop the overall marketing message and motivate the board, staff, volunteers, and committee members to be the ambassadors of the organization.
- Ensure that ethical practices are in place and that fundraising efforts are cost-effective.

Personnel Committee (current and past board members only)

- Draft and revise personnel policies in the Employee Handbook.
- Establish a salary structure based on other nonprofit organizations of similar size and geographic region.
- Oversee the employee review process to ensure timely completion.
- Act as a grievance board to resolve employee disputes.

Program Committee

- Assess current programs, evaluate effectiveness and how they reflect mission statement.
- Facilitate discussions about program priorities for the organization.
- Recommend continuation, enhancement, reduction or elimination of current programs.
- Initiate and oversee new program development.
- Continue to monitor existing programs and gauge effectiveness.

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Ad Hoc Committees:

Business Committee

- This committee will develop a business plan for future NKCS sustainability. Anyone interested in serving on this committee should possess business acumen and experience with growing organizations.

Meeting Frequency: NKCS committees meet once a month or every two months (or as needed). Meetings last from 1 to 1 ½ hours. The committees meet either at the beginning of the work day (7:00 or 7:30 a.m.) or at the end of the work day (4:00 or 5:00 p.m.).

Length of Term: Committee members are asked to serve for at least one year, from January to December.

Board Consideration: All committee members will be considered for board positions, depending on openings and need.