

## **Board Officer, Leadership & Committee Job Descriptions**

The board has chosen to have the following committees: Governance; Communications; Education; Affiliate Engagement; Development; Executive; Finance; and Technology.

Ad Hoc Committees of the Board may be formed as needed upon approval of the Executive Committee.

1. **Co-Chairs** - The Co-Chairs provides general supervision and direction to the Network and chair all meetings of the Board. The Co-Chairs are an ex-officio member of all standing committees. The Co-Chairs plan, organize, and leads the annual retreat of the board. The co-chairs will, in consultation with one another, decide on how best to share and divide their responsibilities.
2. **Treasurer** - The Treasurer will act as the Chief Financial Officer of Philanos. The Treasurer will also serve as the Chair of the Finance Committee and be responsible for overseeing budget planning, dues collection, and sustainability planning for the Network. The Treasurer has the power to authorize extensions for dues as outlined under the Philanos Dues Policy and oversees the administration of all financial transactions.
3. **Secretary** - The Secretary shall keep, or cause to be kept, a record of all votes and minutes of the proceedings of all Board of Directors' meetings and shall give notice, or cause to give notice, of the annual meeting of the Board of Directors. The Secretary will maintain the currency of the bylaws. She will be the chief note taker and documents and records keeper.
4. **Governance Committee** – The Governance Committee is an advisor to the Board and makes recommendations regarding its due diligence function related to the fiduciary responsibilities; strategic planning; succession planning; development and operation of the board, committees and task forces; and performance of both individual board members and the board as a whole, ensuring effective governance of the Network.

The committee reviews/ revises the governing documents at least every two years, executes an annual board survey, and recommends committee

structure changes as needed. The committee also forecasts the leadership needs of the Board and its committees, conducting an annual nomination process for directors and officers. The number of participants on this Committee is defined by the Network's bylaws and includes individuals from our affiliates.

5. **Communications Committee** – The Communications Committee develops and implements public relations and communication plans to support the mission of the Network. The committee also develops materials such as newsletters, press packets, materials and communications supporting our affiliates, presentations, and the entire Network's published materials including conference materials. The Committee also oversees the content of the Network's website. This committee includes individuals from our affiliates.
6. **Education Committee** - The Education Committee is responsible for determining educational themes, which are woven through conferences and customized programs. This committee plans, evaluates, and recruits presenters for the content of 5-6 webinars annually. It also works in concert with the conference host to develop content in line with the educational theme on behalf of the Board. This committee includes individuals from our affiliates.
7. **Affiliate Engagement Committee** - The Affiliate Engagement Committee is responsible for welcoming prospective new member organizations, registration and orientation of new affiliate organizations, and managing the stewardship of current affiliates. The management and maintenance accuracy of the affiliate database is the responsibility of this committee. This committee includes individuals from our affiliates.
8. **Development Committee** - The Development Committee will focus on the external connections with the philanthropic community including prospective funders and potential new affiliates. Outreach plans developed by the Board will be executed by a coordinated effort between this committee, Communications, and Affiliate Engagement.
9. **Executive Committee** - The Executive Committee composition is outlined in the bylaws, and usually includes the Board's officers – President, Vice President, Treasurer and Secretary, and may include the Past President, as well as the organization's Executive Director, if applicable. The Executive Committee answers to the entire governing body and is bound by the Board's voting power and the provisions of its organizing documents.
10. **Finance Committee** - The Finance Committee is responsible for reviewing and overseeing the creation of accurate, complete, timely, and meaningful financial statements to be presented to the Board; reviews the annual budget and recommends it to the full Board for approval; monitors budget implementation and financial procedures, and anticipates financial problems; monitors and ensures

safeguarding of assets; monitors compliance with federal, state, and other financial reporting requirements; and helps the Board understand Philanos' finances.

11. **Technology Committee** - The Technology Committee ensures that the Philanos' technology programs support the business objectives, affiliates, and strategies, and provide for appropriate data security and data privacy, advise the Board on technology-related matters; and in coordination with the other Committees, overseeing risks related to the quality and effectiveness of the Philanos' information technology security, data privacy and disaster recovery capabilities.