

Okemo Valley TV Board of Directors Committee Job Descriptions

Finance Committee

Overview:

The Finance Committee is comprised of at least 2 board members, including the Treasurer, plus the Executive Director. Its primary responsibility involves the evaluation of the Board of Directors' fiduciary responsibilities, including, but not limited to budgeting, financial reporting, and tax preparation.

The Finance Committee oversees the annual budgeting process and, at least once per year, reviews and revises long-term budget forecasts, including the business plan.

The Committee also is responsible for reviewing and updating the organization's accounting policies & procedures.

Essential Duties:

- Periodically meets to evaluate the organization's financial standing and to discuss financial planning measures to propose to the Board.
- Beginning no later than May 1st of each year, the Finance Committee drafts annual operating and capital budgets, presenting a final draft to the Board for review prior to the Annual Meeting.
- Identify funding needs in specific areas and inform Board of any such needs.
- Inform Board President of all committee meetings and provide written reports to Executive Director and provide oral reports at Board meetings.

Personnel Committee

Description:

The Personnel Committee is comprised of at least 3 board members, including the President. The primary responsibilities for the committee are to evaluate and identify staffing needs, oversee staff contracts, review and update personnel job descriptions, and review and update personnel policies.

Essential Duties:

- Periodically meets to evaluate & discuss any issues pertaining to personnel and staffing
- Prior to end of contract term, perform an evaluation of Executive Director
- Draft contracts for & conduct contract negotiations with Executive Director and any other essential staff
- Meet at least once per year with Executive Director to evaluate & review the organization's Personnel Policies, drafting revisions as necessary; provide recommended revisions to Board of Directors for review / approval
- Provide written reports and any oral reports at Board meetings.

Buildings & Grounds Committee

Description:

The Buildings & Grounds Committee is comprised of a minimum of 2 board members plus the Executive Director. It is responsible for researching, planning, and developing ideas and concepts related to facility improvements, relocation, work days, and building, construction, and landscaping projects. The committee makes proposals to the Board of Directors for final approval.

Essential Duties:

- Periodically meet to evaluate capital improvement needs, as they relate to building, grounds, space, construction, and renovation; report those needs to the Board of Directors
 - Identify project costs and funding sources for capital improvement projects and develop budgets for specific projects
 - Inform Board President of all committee meetings and submit written reports and any oral reports at Board meetings.
 - Plan, coordinate, and organize volunteer work days.
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Nominating & Elections Committee

Description:

The Nominating & Elections Committee is comprised of a minimum of 3 board members. It is primarily responsible for assembling the ballot for Board of Directors elections prior to the Annual Meeting and overseeing the election rules & procedures.

Essential Duties:

- Periodically cultivate & recruit potential candidates for the Board of Directors
 - Meet no later than 1 month prior to the Annual Meeting to discuss a slate of potential candidates and to prepare ballots
 - Finalize ballots with Executive Director no less than two weeks prior to Annual Meeting
 - Assist with ballot distribution
 - Review, evaluate, and oversee election procedures; propose any necessary revisions of election procedures to the Board of Directors for consideration
 - Oversee the nomination process for Board of Directors' officers each year'
 - Oversee process of counting of ballots on election day
 - Inform Board President & Executive Director of all committee meetings and submit written reports to Executive Director and provide oral reports at Board meetings.
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Fundraising Committee

Description:

The Fundraising Committee is comprised of a minimum of 2 board members. It is responsible for meeting to explore, discuss, plan, and implement fundraising initiatives. The Committee also makes recommendations for new fundraising ideas and plans to the Board of Directors.

Essential Duties:

- Meet once per quarter to discuss fundraising efforts and revenue streams.
- Identify and research potential funding sources for specific activities and projects.
- Work with Executive Director to implement existing and new fundraising efforts.
- Inform Board President & Executive Director of all committee meetings and submit written and/or oral reports delivered at Board meetings.

Outreach & Marketing Committee

Description:

The Outreach & Marketing Committee supports the organization's activities relating to awareness building, visibility, and community value. It is comprised of no fewer than 2 board members, as well as the Executive Director, or chief executive.

Essential Duties:

- Work with staff to help set goals and evaluate progress related to outreach & marketing
- Support efforts with writing and distribution of press releases, newsletters, and other promotional materials.
- Develop and implement annual campaigns to help grow membership and participation in the organization
- At a minimum, meet once per quarter to address and evaluate ongoing activities and initiatives
- Regularly utilize Okemo Valley TV's distribution outlets to promote organization
- Review and update contact lists for individuals and organizations on an annual basis