

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 Chief Executive. 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 recommending updates to the organization's accounting policies & procedures as needed.

Essential Duties:

- Periodically meets to evaluate the organization's financial standing and to discuss financial planning measures to propose to the Board.
- Ensure that long-term budget forecasts of no less than three years are maintained; periodically review and oversee updates as needed.
- 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 prepare written reports for the Board of Directors/.

Personnel Committee

Description:

The Personnel Committee is comprised of at least 3 board members, including the President, working in partnership with the Chief Executive. The primary responsibilities for the committee are to evaluate and identify staffing needs, oversee the work of the Chief Executive, oversee contracts, review / approve and/or update personnel job descriptions as needed, and periodically review and recommend updates to the personnel policies as needed.

Essential Duties:

- Periodically meets to evaluate & discuss any issues pertaining to personnel and staffing
- Solicit and receive input from the Chief Executive, pertaining to staffing
- Prior to end of contract term, perform an evaluation of Chief Executive
- Draft contracts for & conduct contract negotiations with the Chief Executive and any other essential staff
- Meet at least once per year with the Chief Executive 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 the Chief Executive. It is responsible for researching, planning, and developing ideas and concepts related to facility improvements, relocation, volunteer work days, 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.

Nominating & Elections Committee

Description:

The Nominating & Elections Committee is comprised of a minimum of 3 board members, working in partnership with the Chief Executive. It is primarily responsible for Board member recruitment & cultivation, as well as overseeing the election rules & procedures, including assembling the ballot for Board of Directors elections.

Essential Duties:

- Cultivate & recruit prospective 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 Chief Executive 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 & Chief Executive of all committee meetings and submit written and/or oral reports to the Board of Directors.
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Community Engagement Committee

Description:

The Community Engagement Committee is comprised of a minimum of 3 board members, plus the Chief Executive. It supports the organization's activities relating to awareness building, visibility, and community value. It is responsible for the planning and implementation of marketing and fundraising initiatives.

Essential Duties:

- Work with Chief Executive to set goals & evaluate progress related to outreach & marketing
- Identify and research potential funding sources for specific activities and projects.
- Work with Chief Executive to implement both existing and new initiatives.
- Support efforts with writing and distribution of news releases, e-news, media alerts, 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, and to discuss marketing and/or fundraising efforts.
- Regularly utilize Okemo Valley TV's distribution outlets to promote organization
- Review and update contact lists for individuals and organizations on an annual basis
- Inform Board President of all committee meetings and submit written and/or oral reports delivered at Board meetings.