

Achieve Brown County Committee Structure

(Revised May 2021)

Overview

Achieve Brown County's committees provide structure and effective management to the work of the Board of Directors. Each committee has been created to offer governance, counseling and/or advice for the board and the overall work of the organization, and their specific purpose is supported by the organization's bylaws. Any recommendations made by a committee are approved by the full board.

To ensure their effectiveness, each committee will develop and/or carry-out the following:

- Clearly defined goals and deliverables
- A chair or co-chairs who is/are able to involve all members in the committee work
- Members who are interested in and committed/willing to spend the needed time to accomplish their tasks
- A sense of being part of the full board and not working in isolation
- An understanding of time constraints and deadlines
- An understanding that it does not make decisions; rather it advises, recommends, or carries out a task
- An evaluation process to assess its own achievements

Members of each committee are expected to interact via virtual and/or in-person meetings on quarterly basis at minimum (or more frequently, as needed).

Standing Committees

Executive Committee

Oversees the general work of the board and governance of the organization.

- Acts on behalf of the board between meetings, and later presents these acts to the full board for review and/or approval
- Formulates the agenda for full board meetings
- Provides counsel to and conducts an evaluation of the Executive Director
- Comprised of the board chair and other officers and/or committee chairs

Backbone Committee

Oversees and supports the core collective impact "backbone" work of the organization (evidence-based decision-making and collaborative action).

- Represents the board on evidence-based decision-making and collaborative action teams
- Serves as a sounding board for opportunities and challenges, and advises on the progress and evaluation of initiatives over time
- Facilitates strategic and educational dialogues with and between backbone staff and board members regarding:
 - Any new initiatives or teams
 - Any substantive shifts in strategy for existing initiatives
 - The efficacy of initiatives, including the adequacy of capacity and resources
 - Outcomes, impacts and learning

Engagement Committee

Oversees the engagement of board and community members in support of the organization's work.

- Identifies, recruits and orients new board members
- Assesses and develops ongoing engagement, education and service opportunities for board members
- Assesses general awareness of the organization's work and its image/reputation in the community, and advises on opportunities for marketing, communication, outreach and promotion

Finance Committee

Oversees the organization's use of funds.

- Advises on the development of the annual budget
- Ensures accurate tracking/monitoring/accountability for funds and adequate financial controls
- Reviews audits and other formal financial reports

Ad Hoc Committees

Ad hoc committees are temporary committees established by the board of directors to fulfill a specific purpose or address a specific issue. The members of these committees meet more frequently (at least once a month) on a short-term basis.

Sustainability Committee (current term: July - December 2021; convenes every three-to-five years thereafter)

Oversees the organization's development of funds.

- Stewards the development and implementation of the organization's Sustaining Investment Campaign
- Identifies, helps build relationships with, and solicit funds from external sources of support
- Advises on the identification and creation of self-sustaining revenue streams and long-term sustainability models

Revised Committee Structure

Ad Hoc Committee(s):
Sustainability
Fund development and long-term sustainability

