

# WACOSA

## Committee Membership and General Responsibilities

2019

### Finance Committee:

#### *January - February:*

- Review year-end statement and reports

#### *April:*

- Review annual audit with auditor and present to the board

#### *September:*

- Review prior year's auditor recommendations
- Review investments and investment policies
- Discussion on most recent financial statement
- Review of EE audit (mail prior to Oct. 14<sup>th</sup> board meeting if not available)

#### *November:*

- Review reserves and investments and adjust (if necessary) reserve balances in designated accounts including:
  - Replacement of assets (real property)
  - Innovation Fund
  - Unemployment reserve
- Review of insurance coverage
- Review annual budget and present to the board for approval
- Review actions taken (if any) on auditor's recommendations
- Review Extended Employment compliance audit

### Program Committee:

- Review Program Satisfaction Surveys and make recommendations
- Review requests/status of new program services

### Board Development Committee:

#### *January:*

- Conduct new board member orientation

#### *July – November:*

- Review board membership and identify potential new members
- Present new board member list for board action in November
- Develop slate of officers
- Present slate of officers to board
- Develop a list of potential board education topics & speakers for the year

*Other:* Review Board Governance Policy as needed.

### Human Resources Committee:

- Review WACOSA's compensation system
- Review changes, if any, in DNR/DNI Policy
- Review Employee Satisfaction Survey results and make recommendations for a plan of action
- Review Employee safety committee annual summary and worker compensation reports
- Review salary of ED and make recommendation to full board, as requested
- Review personnel policies/changes (if any)

### Fund Development Committee:

- Review and discuss:
  - fund development goals and plan
  - creating a culture of philanthropy at WACOSA

- fund development marketing communications efforts
- strategies and tactics for all fund development components (annual giving, fundraisers and special events, grants, major gifts and planned giving)
- gift acceptance policy

Create long-term fund development plan (est. 4 years) to align with organization's strategic plan

### **Sales & Marketing Committee:**

- Meet once quarterly: January, April, July and September
- Discuss and review written annual marketing/branding plan for WACOSA
  - ThriftWorks!
  - DocuShred
  - Development
  - Volunteer
  - Program
  - Opening Doors
  - Sales (In-house contract, crew, direct hire)
- Establish a few key measurements around the plan
- Develop marketing strategic plan as part of the entire strategic plan
- Budgeting (September)
- Review, as needed, marketing materials

### **Executive Committee:**

(Members include the Board President, Vice President, Secretary & Treasurer)

- Address issues pertaining to Board/Executive Director discipline
- Appoint an interim Executive Director as needed
- Review/revise current ED job description and compare against needs outlined in the strategic plan
- Form a search committee to locate a new ED, as needed
- Work in conjunction with the Human Resources Director during absence of ED leadership

# **WACOSA 2019 Committee Assignments/Officers/Signers**

## **Finance: (Staff – Traci R.)**

**Cherie Scofield (Chair)**

**LeRoy Northam**

**Jon Archer**

**Jeff Murphy**

**Jeanne Theis**

## **Program: (Staff – Nancy B.)**

**Zach Dorholt (Chair)**

**Karla Myres**

**Jennifer Johnson**

## **Board Development: (Staff – Steve H.)**

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## **Human Resources: (Staff – Sandie W.)**

**Herb Trenz (Chair)**

**Joe Perske**

**Ron Brandenburg**

## **Fund Development: (Staff – Carrie P.)**

**Karla Myres (Chair)**

**Douglas Holzkamp (non-Board member)**

**Betsey Lund (non-Board member)**

**Connie Cross (non-Board member)**

## **Sales & Marketing: (Staff – Ann K.)**

\_\_\_\_\_ (Chair)

**Jeff Murphy**

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## **Executive Committee:**

**Jeff Murphy (President)**

\_\_\_\_\_ (Vice President)

**Cherie Scofield (Treasurer)**

**LeRoy Northam (Secretary)**

## **Agency contract signers**

**Steve Howard (Executive Director)**

**Jeff Murphy (President)**

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**Cherie Scofield (Treasurer)**

**LeRoy Northam (Secretary)**