

Michigan Coalition Against Homelessness

Executive Committee

Purpose and Scope of Committee

The Executive Committee's purpose is to act on behalf of the Board of Directors in between Board meetings and to take on additional tasks/assignments as deemed appropriate by the Board Chair or the Board of Directors.

Composition

- Membership: the four (4) Officers of the Corporation as delineated in Article VII, Section 1 of the by-laws.
- How chair is appointed/selected: per the by-laws, this committee is chaired by the Chair of the Board of Directors
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.

Responsibilities/Duties

Specific to the Executive Committee

To accomplish this, its responsibilities are:

- To carry on the business of the Corporation between Board meetings except that it may not borrow money on behalf of the Corporation unless specifically authorized to do so. Actions taken by this committee shall be presented the Board at its next regularly scheduled meeting.
- To oversee the annual performance appraisal of the executive director.
- To be oversee board recruitment, nominations, orientation, and engagement:
 - To prepare priorities for board composition
 - To meet with prospective board members and recommend candidates to the board
 - To recommend a slate of officers to the board
 - To conduct orientation sessions for new board members and to organize training sessions for the entire board, and
 - To suggest new, non-board individuals for committee membership.
- To oversee various personnel matters:
 - drafting and/or revising personnel policies for board approval
 - reviewing job descriptions
 - establishing a salary structure
 - annually reviewing staff salaries
 - reviewing the benefits package

Common to all committees

- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- Evaluate the performance of the committee.

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- Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings or conference calls.

Authority: This committee is authorized and governed by the organization's by-laws.

Meeting Frequency: This committee will meet on an as-needed basis as determined by the Board Chair, the Committee itself, or the Board of Directors.

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Public Policy Committee

Purpose and Scope of Committee

The Public Policy Committee's purpose is to assist with the overall advocacy function of the organization.

Composition

- Number of members: 3-7
- Qualifications of members: Interest in, and commitment to, public policy issues. Knowledge of or experience with the legislative process, policy analysis, and/or advocacy preferred.
- How members are appointed/selected: All members appointed by the Chair of the BoD. Membership may be appointed from outside of the BoD.
- Rotations (if any): None prescribed.
- How chair is appointed/selected: The Committee Chair shall be appointed by the Board Chair.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.

Responsibilities/Duties

Specific to the Public Policy Committee

- Stay informed on relevant matters
- Establish policy priorities for the organization
- Authorize statements and positions pertaining to related issues
- Assist staff in engagement in administrative and legislative advocacy
- Bring proposals to the full board regarding potential organizational activities

Common to all committees

- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.
- Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings or conference calls.

Authority: This committee is authorized and governed by the Board of Directors.

Meeting Frequency: This committee will meet at least six (6) times per year

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Finance Committee

Purpose and Scope of Committee

The Finance Committee's purpose is to oversee the financial operations of the organization and to provide guidance and expertise to staff regarding the administration of agency finances.

Composition

- Number of members: 3-7
- Qualifications of members: Interest in, and commitment to, overseeing agency finances. Experience with financial management, accounting, budgeting, and/or auditing preferred.
- How members are appointed/selected: All members appointed by the Chair of the BoD with the exception of the Board Treasurer who will, by virtue of respective Officer status, serve as member and Committee Chair. Membership may come from outside of the BoD but it shall not constitute more than a majority of its membership.
- Rotations (if any): None prescribed.
- How chair is appointed/selected: The Board Treasurer will serve as chair.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.

Responsibilities/Duties

Specific to the Finance Committee

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans
- To report to the board any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are accurate and timely
- To oversee short and long-term investments, unless there is a separate investments committee
- To recommend selection of the auditor and work with the auditor by receiving the auditor's report, meeting with the auditor, and responding to the auditor's recommendations, and
- To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise

Common to all committees

- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.

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- Evaluate the performance of the committee.
- Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings or conference calls.

Authority: This committee is authorized and governed by the agency by-laws.

Meeting Frequency: This committee will meet at least six (6) times per year.

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Communications & Fund Development

Purpose and Scope of Committee

The Communications & Fund Development Committee's purpose is to oversee the organization's overall brand and public presence with a specific target of fund development and, in particular, the fundraising done by the board and its members.

Composition

- Number of members: 3-7
- Qualifications of members: Interest in, and commitment to, enhancing agency brand. Experience with fund development, communications, and marketing desired.
- How members are appointed/selected: All members appointed by the Chair of the BoD.
- Rotations (if any): None prescribed.
- How chair is appointed/selected: Committee Chair is to be appointed by the Board Chair.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.

Responsibilities/Duties

Specific to the Communications & Fund Development Committee

To accomplish this, its responsibilities are:

- To work with staff in their efforts to increase MCAH's brand and presence
- To work with staff to establish communications and fund development strategies that incorporates a series of appropriate outreach tactics, such as website development, marketing materials, online communications, special events, direct mail, fundraising campaigns, etc.
- To take the lead in certain types of outreach efforts, such as chairing an event committee or hosting fundraising parties, etc.
- To provide content and participate in review process for communications and marketing materials to ensure consistency and quality of messaging
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and
- To monitor fund development efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Common to all committees

- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.

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- Review the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings or conference calls.

Authority: This committee is authorized and governed by the Board of Directors.

Meeting Frequency: This committee will meet at least six (6) times per year.