



## **WVNPA COMMITTEES & COMMITTEE RESPONSIBILITIES**

### **Executive Committee**

The Executive Committee consists of the three (3) Officers - Chair, Vice-Chair, Secretary/Treasurer, and the Membership and Program Committee Chair. The Executive Committee is responsible for advising the board president or chair, planning the work of the board, acting as the board's agent in the case of emergencies, helping the board focus on key policy decisions, and helping it provide a vision for the staff to implement, and evaluating the Executive Director.

### **Governance Committee**

The Governance Committee shall consist of the Vice-Chairperson of the Board of Directors and at least four (4) other members of the Board of Directors, who shall be appointed by the Chairperson of the Board of Directors. The Vice-Chairperson of the Board of Directors shall serve as chairperson of the Governance Committee. The Governance Committee shall be responsible for the administrative functions of the Board of Directors. In addition to serving as a nominating committee, the Governance Committee is responsible for (i) reviewing on an annual basis and making recommendations to the Board of Directors regarding the values, mission and goals of the WVNPA, (ii) with input from the Board of Directors and the Executive Director, developing for recommendation to the Board of Directors a strategic plan and a long-term plan, (iii) conducting orientation of new Board of Directors members, including the preparation of a Board of Directors materials for each new Board of Directors member, (iv) educating all Board of Directors members on an on-going basis, (v) annually evaluating the operations of the Board of Directors and making recommendations regarding the operations to the Board of Directors, (vi) evaluating the operating documents and major policies of the WVNPA every other year and making recommendations regarding such matters to the Board of Directors, and (vii) conducting required reviews. The Governance Committee shall prepare the slate of nominees for the Board's approval and present such slate at the annual meeting of the Members. In developing the slate of nominees, the Governance Committee shall consider the needs of the WVNPA for particular areas of interest or expertise, commitment to the mission and purposes of the WVNPA and diversity and representation of the State. In addition, the Governance Committee shall present slates of nominees for the officers of the Board of Directors to the annual meeting of the Board of Directors.

### **Finance & Fund Development Committee**

The Finance & Fund Development Committee is responsible for overseeing the key elements of a financial reporting process and oversees implementation of the process, (ii) reviewing financial reports in committee meetings and Board of Directors meetings, (iii) recommending an annual budget, (iv) reviewing internal and external audits and reviews and oversees corrective action, (v) developing, evaluating, and monitoring resource development policies, (vi) providing financial guidance to the Executive Director, and (vii) assisting in securing alternative sources of funding.

### **Membership and Program Committee**

The membership and Program Committee is responsible for (i) providing oversight and assistance in recruiting and retaining general and associate members, academic institutions, and business/vendor partners through the identification of programs, (ii) negotiating buying opportunities/group rates, and (iii) outreach the WVNPA will offer the members. The Membership & Program Committee is also responsible for working with Regional Partners in developing the annual schedule for electronic and regionally delivered education, training, and

resources in response to the identified needs of the members including best practices, nonprofit tracks at conferences, and relationships with Institutions of Higher Learning. The Membership & Program Chair is a member of the Executive Committee elected annually by the Board of Directors, not to exceed 4 years.

### **Advocacy and Public Policy Committee**

The Advocacy & Public Policy Committee is a joint committee with Philanthropy WV and is responsible for identifying key issues related to state and federal public policy that impacts the broad Nonprofit sector then advocates and educates elected and government officials on behalf of the Nonprofit sector. The WVNPA co-chair will report to the full WVNPA board on committee business.

### **Summit Planning Committee**

The Summit Planning Committee is responsible for working with WVNPA staff in selection of Summit programming, Summit logistics, and assisting with event volunteer duties.