



## **BOARD COMMITTEES SUMMARY**

### **Committees of the Board**

As specified in the organization's by-laws, The Board may establish and appoint executive or standing committees as well as Task Forces to support the needs of the organization.

- Chair is a member of the Board appointed by the President
- 3 is the minimum number of committee members
- Members can be volunteers from outside of the Board
- All Directors are expected to serve on at least one committee
- Committees are expected to meet as needed and report to the Board at the quarterly meetings.
- Except as specified in the by-laws, committees establish their own protocols, mission, goals and objectives in consultation with the President of the Board.

**Committees existing and in formation (\*indicates existing committees in operation):**

#### **Executive\***

Comprised of the Officers of the Board with specific responsibilities as designated by a vote of the Board.

#### **Board Development\***

Creates the structure to shepherd training for recruitment and onboarding of new Trustees, in order to nurture equity, diversity, and inclusion as an ongoing and evolving endeavor while creating an environment in which board members feel valued through establishing tangible individual metrics and nurturing each member in attaining these goals.

#### **EDII\***

Responsible for developing EDIAI-related policy and monitoring and reporting on EDIAI activities.

### **Audit Committee\***

Per New York State's nonprofit governance law, the audit committee is comprised of independent directors who review with the auditor the scope and timing of the audit, prior to its commencement. Subsequently, the committee reviews and discuss with the auditor any material risks and weaknesses, access to requested information or any significant disagreements between the auditor and management. Annually, the audit committee considers the performance, independence, and retention of the auditor.

### **Finance**

The finance committee, sometimes called the budget committee, reviews an organization's staff-prepared budget. The committee also works with staff to produce accurate financial reports. This committee reviews and reports any budgetary concerns or opportunities.

### **Programming**

Ensures that The Chocolate Factory's artistic programs align with the shifting needs of the artist community and help to create long term strategies for supporting the work of artists and developing meaningful community programs.

### **Special Events & Fundraising**

To help in the planning, execution and evaluation of fundraising activities and events including targeted Board receptions, annual gala, donor cultivation and retention.

### **Facilities\***

To help in the planning and budgeting of large scale maintenance projects including renovations.

### **Capital Fundraising**

To prepare and manage the capital campaign, setting fundraising goals and deadlines, identifying and soliciting major donations, and supporting all Board members in their participation in the campaign.