



COMMITTEE DESCRIPTIONS

Executive Committee

- Comprised of President, Vice-President, Treasurer and Secretary
- Create job descriptions
- Review Annual Budget, Monthly, and Annual Financial Statements/Audit
- Oversee Gathering

Fundraising Committee

- Oversees development and implementation of the Fundraising Plan
- Establishes fundraising policies and strategies
- Works with finance committee to set annual goals for fundraising
- Selects events and other opportunities for fundraising efforts
- Identifies and solicits funds from external sources of support

Membership Committee

- Vet projects for potential expansion of member base
- Advocate for activities that enhance member value for existing members

Finance Committee

- Led by the board treasurer
- Oversees development of the budget
- Ensures accurate tracking/monitoring/accountability for funds
- Ensures adequate financial controls
- Reviews major grants and associated terms
- Maintains liability insurance for the organization

Gathering Committee

- Solicit bids from CLTs for hosting next year's event
- Plan and execute logistics for current year's event
- Create Gathering agenda for full board approval
- Invite speakers
- Take the lead in soliciting sponsorships

Governance Committee

- Facilitate new member recruitment
- Provide orientation and materials for new members
- Review and, when necessary, update board documents annually