

**Best Practices: Requirement C**

Have an active, responsible, and voluntary governing body, which ensures effective governance over the policies and financial resources of the organization. The Board Chair will serve as an ex-officio member of all standing committees, less Executive Committee. The Executive Director will serve as an ex-officio member of all standing committees.

**The following committees are responsible for:**

**Executive Committee** – Voted in by Board Members..... *(Meets Monthly)*

- Implementation of the organization's strategy and policies approved by the BOD.
- Proposing new strategies and policies to the BOD.
- Monitoring the organization's activities and operations.
- Establish and monitor an organizational compliance plan that safeguards the organization's assets from fraud perpetrated against the organization and penalties associated with violations of law by the organization.
- Serving as the principal liaison between management and the UWHC Stakeholders.
- Holding the authority to act on behalf of the BOD, within certain limitations, between regularly scheduled meetings.

**Ethics Committee**..... *(Review at least every 3 years)*

- An Ethics Chair is to be assigned for the organization.
- Establishing procedures for Governing Board, staff, and community members to submit ethics complaints.
- Conducting investigations of complaints in a confidential manner.
- Ethics Committee is to be accountable to the committee and to the BOD.
- Ethics Committee should annually collect and review the Annual Affirmation and Independent Survey disclosure forms for completeness.

**GOVERNANCE COMMITTEES**

**\*Board Development Committee....** *(Annually Review nominations in April/May)*

- Year-round vetting. Help nominate potential Board candidates to assure that the BOD is composed of qualified members who fairly represent the community.
- Recommend nominees for Executive Committee Officer positions.
- Enforcement of the BOD member term limits as defined in the UWHC Bylaws.
- Development and implementation of new member orientation and Annual Board Retreat.
- Explore in-service/educational opportunities for BOD members and staff.
- Help conduct and analyze any and all organizational self-assessments.

**\*Bylaws Committee**..... *(Review at least every 3 years)*

- Review the organization's Bylaws and articles of incorporation.
- Review the BOD structure and align Bylaws with internal policies and procedures.
- Bylaws must comply with UWHC's Mission and Goals.
- Review organizational delegation of authority policies.
- Assurance of compliance with the UWHC's Bylaws relative to Annual Meeting.
- Each Board of Director is to have access to the most current set of Bylaws.
- Make available to the public a copy of the corporation's Articles of Incorporation and Bylaws in accordance with all local, state and federal laws.

**\*Policies & Procedures** ..... *(As needed; Review at least every 3 years)*

- Review and update UWHC policies and procedures. When revising, abide by the structure of UWHC's Bylaws.
- Responsible for monitoring compliance of Policies & Procedures, including Internal Controls.
- Follow policies and trends enforced through United Way Worldwide (Standard M, etc.)
- Communicate with annual auditors when needed.

**Finance/Audit Committee** ..... *(Meets at least twice annually)*

- Review of periodic financial reports and budgets prepared by the UWHC staff.
- Overview annual budgeting process and financial policy recommendations to the BOD.
- In order to safeguard the assets of the organization, establish and review internal financial control policies and procedures.
- Provision for adequate insurance coverage (D/O Liability, General Liability, Workers Compensation, Property and Casualty).
- Provide oversight of short- and long-range strategic financial planning.
- Recommend to the BOD an independent certified public accountant who will serve as Auditor of the organization's financial statements.
- Meet with the Auditor when called upon and review the annual audited financial statements, management letter, and any other reports deemed appropriate.
- Review the organization's annual IRS Form 990 prior to filing.
- Ensure that the organization's adherence to and the effectiveness of internal financial control policies are tested regularly.

**Resource Development Committee** ..... *(As needed)*

(Marketing/Communications/Outreach)

(Kick-off in August/September)

- Development of community support/investment for UWHC initiative programs.
- Help strengthen existing workplace campaigns and recruit new partnerships.
- Engage with investors through networking sharing UW focus areas & programs.
- Strengthen the UWHC brand within the community.
- Advocate for United Way's work, partnerships, impact, events, etc.
- Recommend new marketing and communication strategies to the BOD and UWHC staff.
- Assist in implementation of new strategies and identified partnerships.

**Personnel Committee** ..... *(As needed)*

- Create and adhere to a fully documented Executive & Employee Compensation Program.
- Provide insight for annual compensation & performance reviews for Executive Director.
- Track policies or state laws (healthcare, compensation, overtime, etc.) that directly affect UWHC's staff and operations.

**CIG Committee** ..... *(Meets 2-3 times annually)*

(Community Investment Grant)

- Provides leadership in carrying out the UWHC's vision of Community Investment.
- Serve as a Team Leader to Review Team Members (organize evaluations & interviews)
- Evaluate CIG Review Team recommendations for all applicants.
- As a Committee, agree on CIG allocation amounts for General Board final approval.

**CI Committee** ..... *(Currently Not Active)*

(Collective Community Impact)

- Provide leadership in carrying out the UWHC's vision of Collective Community Impact.
- Help create CI guidelines, policies, application(s), RFPs based on community needs.
- Review what's trending in our community through needs assessments, community conversations, community surveys, and the ALICE Report.
- Establish strategies to engage community partners in creating true collective impact.
- Organize CI proposals when needed for General Board consideration and approval.

**Strategic Development Committee** ..... *(On-going)*

- Help identify UW successes and aspirations, places of potential impact & focus areas.
- Assist in creating long-term direction and 5-year strategic plan including but not limited to goals, strategies, internal objectives, indicators, and timelines.
- Work closely with the CI Committee by using their community assessment findings.