

Committee Charges

Every member of The Arc Board of Directors is required to serve on at least one committee. Membership on some committees is expected as a function of a specific officer (i.e. The Treasurer is expected to serve on the Finance Committee). All appointments to committees are for a one-year term, and there are no term limits.

Committees will develop policies and procedures relevant to their oversight and present these recommendations to the Board for an official vote. The Board as a whole will decide which committees have the power to determine their own policy.

Finance Committee

The purpose of the Finance Committee is to provide review and oversight for the fiscal management of The Arc of Benton County and to assist staff in implementing sound fiscal practices.

The Finance Committee is responsible to the Board of Directors and shall report on its activities on a regular basis.

The duties of the Finance Committee are to:

- With the Executive Director, recommend an Annual Budget to the Board of Directors;
- Review and oversee the fiscal management of The Arc of Benton County and ensure that it is sound;
- Review and oversee the financial statements of The Arc of Benton County and interpret them to the Board;
- Recommend organizational fiscal policies to the Board;
- Review and oversee fiscal practices of The Arc of Benton County to ensure that they follow all requirements of funders and state, local and federal governments;
- Review and oversee the fiscal procedures of The Arc of Benton County to ensure that up-to-date procedures and necessary equipment for the implementation are in place;
- Collaborate as appropriate with all standing and ad hoc fundraising committees of The Arc of Benton County;
- Review and oversee all funding programs of The Arc of Benton County.

Program Development Committee

The purpose of the Program Development Committee is to monitor the effectiveness of the existing programs of The Arc Benton and develop new programs to meet needs among individuals with I/DD in Benton County.

The Program Development Committee is accountable to the Board of Directors and may include program manager(s) as allowed by the President. The Chair shall make regular reports and recommendations to the Board.

The duties of the Program Development Committee are:

- Select a Chair from among its members;
- Work with Executive Committee to develop priorities and matrices for measuring success;
- Develop job descriptions for positions within the programs;
- Coordinate any proposed fundraising ideas with the Finance Committee;

Committee Charges (cont'd)

- Research innovative program systems and create procedures for implementation with timelines, budget, and resource lists;
- Develop job descriptions for positions within the programs;
- Coordinate any proposed fundraising ideas with the Finance Committee;
- Submit photos and news items to the Executive Director in a timely fashion for publication.

Resale Committee

The purpose of the Resale Committee is to develop and make recommendations to the Board on policies and procedures for The Arc Thrift Stores.

The Resale Committee is accountable to the Board of Directors and shall make regular reports regarding its activities.

The Resale Committee will:

- Review monthly statements of actual program income and expenditures against the annual budget for the program;
- Review the thrift stores' policies and procedures and recommend revisions as necessary;
- Advocate for additional thrift store volunteers and establish methods for recruiting, retaining and recognizing the work of volunteers;
- Research trends in the used goods industry and contribute expertise to improve The Arc's business;
- Provide information and recommendations to the Finance Committee regarding the budget for the program;
- Submit social media items to the Social Media Specialist in a timely fashion for circulation.

Audit Committee

The purpose of the Audit Committee is to conduct random internal audits to ensure that the organization's financial policies and procedures are being followed. The Treasurer will report findings to the Finance Committee and Board of Directors.

The duties of the Audit Committee are:

- Select random policies and procedures from financial policies to be audited;
- Record findings of inconsistencies or opportunity for fraudulent behaviors;
- Make recommendations for changes in financial policies and procedures;
- The Treasurer will present a report to the Board stating areas of concern and compliance.

Fundraising Task Force

The Fundraising Task Force oversees, directs and engages in fundraising activity to ensure financial viability and sustainability of the organization.

Committee Charges (cont'd)

The Arc Benton Fundraising Task Force will:

- Identify new individuals, businesses and other funding sources
- Meet with potential donors to request financial or in-kind donations for The Arc
- Work with the Treasurer and agency staff to ensure good donor recognition and recordkeeping are in place
- Make contacts with past donors to gain information and keep them engaged