



Updated October 13, 2021

Committees of The Guild for Human Services

Finance Committee:

The Finance Committee shall consist of the Chair, Treasurer, Chief Financial Officer, and such members of the Board of Trustees as shall be appointed by the Chair. Except as otherwise provided, the Finance Committee shall be generally responsible for the financial affairs of the organization including, but not limited to, establishing satisfactory financial records, determining the form and substances of monthly financial reports to be rendered to the Board, the preparation and submission of the annual budget to the Board, and planning for and supervising loans and investments. The Finance Committee shall meet at least annually with the Corporation's independent accountants to assure that the Board is alerted to and addresses in a timely manner any accounting, financial or other issues that arise in connection with the Corporation's audit.

Board Affairs Committee:

The Committee will manage the Board's documents, increase recruitment with the help of all Trustees, ensure policies and procedures for bringing candidates onto the Board are followed, ensure that other policies and procedures as outlined in the By Laws are followed, and develop a slate of officers to recommend to the Board of Trustees for election at each annual meeting. In the event of an unexpected change in leadership of the Board prior to an annual meeting, and in the absence of a Vice Chair, the Board Affairs Committee will lead the discussion with the greater Board to appoint a current Trustee to assume the role of Chair, whose term will last until the next annual meeting when a slate of members will be considered and voted upon.

Development and Outreach Committee:

The Development and Outreach Committee may consist of the Chair and such members of the Board of Trustees as shall be appointed by the Chair. The Development and Outreach Committee shall present to the Board for its approval plans for the raising of funds for the organization (including for capital or special projects, endowment, or any other purpose) and

upon Board approval shall monitor any program for fundraising so approved. Further, the Committee shall present to the Board for its approval any plans with regard to public relations matters in connection to the organization or its endeavors.

Program Committee:

The Program Committee will provide a greater understanding of the range of current programming at The Guild and the potential for that programming to grow and develop to meet the agency's future goals. As The Guild re-opens post-pandemic the Committee will consider staff training and development initiatives as they exist currently and how they need to be transformed to support and impact programming objectives. The Program Committee will advise the Board around orientation and engagement activities for new and current Board members to become better acquainted to programming.