

## **UCIMC Board Standing Committees**

### **DRAFT PROPOSAL**

**Jan 14, 2012**

#### Membership:

- Are chaired by a UCIMC board member selected by the board of directors.
- Are made up of staff, board members who elect to serve, and all interested UCIMC members and volunteers who elect to serve by notifying the committee chair.

#### Meetings:

- Board committees are open to UCIMC members and the public. The chair may close meetings to discuss personnel or litigation issues where individuals or the organization could be harmed by public discussion.
- Serious effort will be made to have decisions achieved through consensus, but if there is an irresolvable block to a particular proposal, decision making power on that proposal will default to the UCIMC members at the meeting for resolution by consensus.
- Board committees shall meet at a regularly scheduled time (monthly is recommended) announced on the general IMC list.
- The board chair shall develop the agenda and post it to the UCIMC membership at least 24 hours in advance.
- Keep notes which are posted to the UCIMC membership list and board list.
- Maintain their own listservs moderated by the chair or chair's appointee.

#### Roles and Responsibilities:

##### ***Finance Committee Roles and Responsibilities***

Works with the Office Manager and Bookkeeper to:

1. Provide financial oversight and advice to the Board
2. Make recommendations to the Board related to such items as: salaries, rental rates increases, large purchases or expenditures, etc.
3. Prepare an annual budget for Board adoption
4. Develop and maintain financial policies and procedures
5. Facilitate and provide oversight of the annual audit
6. Annually review and recommend appropriate levels of insurance coverage
7. Review all grant applications before they are submitted
8. Review and recommend Board approval of fiscal sponsorship applications

9. Work with other Board committees and/or Working Groups on overlapping financial issues/concerns as requested

### ***Personnel Committee Roles and Responsibilities***

1. Develop written personnel policies.
2. Supervise staff hiring procedures (draft job descriptions; arrange job interviews)
3. Serve as ombudsman and/or mediator role to prevent or resolve conflicts or complaints lodged by staff, volunteers and/or tenants.
4. Supervise staff termination procedures.
5. Conduct annual staff evaluations and review and revise of job descriptions

### ***Building and Facilities Committee Roles & Responsibilities***

1. Host public meetings with IMC tenants, members, working groups and staff to address building and grounds concerns
2. Coordinate with IMC staff to implement building and facilities related items that have been prioritized by the board or that can be prioritized by committee.
3. Prepare monthly board report providing summary updates on building and facilities items, seeking board discussion and approval for spending above \$500, and providing research on building items to aide in board discussion.
4. With IMC staff, coordinate with local vendors providing contractual service to the IMC building's heating, cooling, fire & safety, and other systems.
5. Seek funding in collaboration with the fundraising committee and board to enact large scale building projects
6. Plan strategically for long term sustainability of building systems, seek bids for equipment repair, help identify issues relating to building maintenance and energy efficiency.

### ***Programming Committee Roles and Responsibilities***

(NOTE: The committee includes at least one representative from each Working Group, the UCIMC Operations Manager and at least one Board member who co-chairs the committee with a WG representative)

1. Periodically review and update the mission and goals of the UCIMC

2. Serve as an initial “sounding board” for new programming ideas that could be sponsored by or scheduled at the UCIMC and, when appropriate, pass along these ideas to standing committees of the Board and/or to the Board itself for review and possible support
3. Recommend to the Board standards/criteria for defining Working Groups
4. Evaluate applications from individuals or organizations to become Working Groups and make recommendations to the Board regarding their approval
5. Provide Working Groups--and others attending--with a regular opportunity to learn about one another’s activities and to explore mutual support and/or collaboration
6. Periodically review performance of Working Groups and make recommendations to the Board regarding their continuation or termination as official entities of the UCIMC

***Welcoming, Membership and Fundraising Committee Roles & Responsibilities***

1. Discuss and implement ways to make the IMC welcoming to all members of the community. Bring recommendations that impact finance to the finance committee and space to the facilities committee and other significant recommendations to the Board.
2. Cultivate new members. Propose membership benefits to the Board. Regularly review membership list. Work with UCIMC staff to send regular membership renewals
3. Cultivate sustaining and one time donors.
4. Design & implement fundraising events – both for UCIMC and joint fundraisers with partner organizations.
5. Facilitate volunteer appreciation.
6. Prospect and propose grants to the Board. Review all grants submitted on behalf of the UCIMC.
7. Support working groups and UCIMC members in the submission of grants that benefit the UCIMC by offering guidance and review.