

# JFFA Committee Descriptions

## **Committees**

The Board of Directors accomplishes much of its work through committees, which undertake work delegated by the board, make recommendations to the board for discussion and action, and enhance board productivity. To be effective and avoid burnout, board members should not serve on more than (2) committees. Each committee should consist of no more than six people (aside from the festival committee which includes participation from contracted labor and community partners). All committees are to be chaired by a JFFA board member and, ideally, also have a Vice Chair to offer additional support and leadership.

### **The responsibilities of the committee Chair/Vice Chair include:**

- Translating the board's goals for each committee into meeting agendas/work plans
- Working with staff as appropriate to prepare supportive materials for committee meetings
- Scheduling committee meetings
- Preparing minutes and reports
- Following up with absent committee members
- Reporting the work of the committee to the board

## **Governance/Executive Committee**

Charged with the caring and feeding of the board itself. This group recruits and orients new board members and develops ongoing educational opportunities for the entire board.

- General board management
- Review current by-laws and ensure synchronization
- Direct recruitment, orientation and self-assessment
- Develop continuing education opportunities for board members
- Establish a mentor program
- Adopt & enforce a conflict-of-interest policy and code of conduct among board members

## **Finance Committee**

Oversees the preparation of the annual budget and the performance of JFFA in meeting its budgeted revenues/expenses.

- Review accounting policies and internal financial controls
- Works with the Executive Director to oversee the preparation of the annual budget and the performance of the organization in meeting its budgeted revenues and expenses
- Determine economic impact through analysis
- Set staff compensation
- Manage organizational investments
- Oversee campaigns/fundraising efforts

## **Membership/Sponsorship Committee**

Assist Executive Director in planning and directing a membership campaign.

- Develop criteria for membership and sponsorship
- Determine membership/sponsorship levels and benefits
- Develop and deliver programs for members and sponsors
- Work with the ED and Finance Committee to oversee the annual membership campaign
- Connect Executive Director to potential local sponsors

## **Education Committee**

Provides long-range planning and general oversight of educational programming development and maintenance.

- Brainstorm ideas to keep JFFA relevant in the face of changing demographics and trends
- Find creative solutions to organizational challenges
- Works with Executive Director and Educational Artist-In-Residence in development and coordination of education programming throughout the year
- Support “Festival Kids Day”

## **Winter Benefit Committee**

Plan and organize the annual fundraising event intended to raise funds for the operations of JFFA.

- Works directly with the Finance Committee to establish event budget
- Solicit silent auction items and execute layout
- Provide support for Fund-A-Need
- Organize Dessert Dash
- Menu
- Signature Cocktail
- Layout/Decor
- Evening schedule
- Recruit Emcee
- Raffle/Door Prizes, etc
- Marketing -Sell tickets/Tables

## **Strategic Planning Committee (Ad Hoc)**

- Develops or updates and existing strategic plan to the full board's approval
- Monitors implementation of the plan and report on its progress
- 5 year plan

## **Festival Committee**

Meets monthly from January-May to assist the Executive Director and aid in the organization and design of the annual Juan de Fuca Festival.

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