

# **Rise Recovery Board Committee Charters**

Approved by the Board of Directors

Effective: 2025

## Table of Contents

1. Executive Committee Charter
2. Finance Committee Charter
3. Governance Committee Charter
4. Development Committee Charter
5. Marketing Committee Charter
6. Program Committee Charter
7. Strategic Planning Committee Charter

## 1. Executive Committee Charter

### Purpose

The Executive Committee is a subset of the Board of Directors responsible for providing focused oversight, strategic direction, and decision-making on behalf of the full Board, particularly between regular Board meetings. The committee serves as a critical support system for the nonprofit's leadership and ensures that the organization stays on track with its mission, values, and strategic goals.

### Authority

The Executive Committee has the authority to make decisions between Board meetings on behalf of the full Board, except in cases where full Board approval is required by law, the organization's bylaws, or policies. The Committee is empowered to take action on urgent matters requiring immediate attention but will report its actions to the full Board for ratification at the next regularly scheduled Board meeting.

### Responsibilities

- Provide high-level guidance on long-term strategy and goals.
- Ensure alignment with the organization's mission, vision, and objectives.
- Oversee implementation of strategic plans.
- Support the Executive Director/CEO in operational strategies.
- Make decisions on behalf of the Board when necessary.
- Review and approve emergency financial transactions.
- Monitor financial health and ensure fiscal responsibility.
- Review and recommend updates to governance policies and bylaws.
- Coordinate the work of Board committees.

### Membership

- Chair of the Board
- Vice-Chair of the Board
- Treasurer
- Secretary

- Executive Director/CEO (non-voting)
- Additional members as deemed necessary

#### Meetings

- At least quarterly, or as needed
- Notice and agendas provided at least 48 hours in advance
- Quorum: majority of members present

#### Reporting and Accountability

- Regular updates to the full Board
- Minutes recorded and shared

#### Evaluation

- Annual performance review
- Adjustments based on review

#### Confidentiality

- Members maintain confidentiality regarding sensitive information

#### Amendments

- May be amended by Board majority vote upon recommendation
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## 2. Finance Committee Charter

### Purpose

The Finance Committee works with the CEO and financial staff to ensure effective fiscal management and accountability. The committee actively manages the organization's finances, ensuring fiscal responsibility and transparency, and compliance with financial policies and regulatory requirements.

### Responsibilities

- Review and approve the annual budget
- Monitor actual performance to budget
- Oversee expenditures and compliance with policies
- Lead Board review of long-term financial sustainability
- Review funding programs and compliance
- Make recommendations regarding banking relationships
- Review insurance coverage
- Oversee analysis and reporting
- Ensure timely and accurate financial reporting
- Oversee cash flow and debt
- Participate in annual audit
- Provide guidance for strategic initiatives and growth

### Committee Composition

- 5–7 members with financial expertise
- Led by the Treasurer
- Includes CEO and financial leader
- May include a community member with pertinent skills

### Meetings

- Third Wednesday of each month by video conference
- Additional meetings as needed

- Agendas and materials provided 48 hours prior
- Quorum: majority of members present

#### Authorizations and Limitations

- Maintains independence but reports to the Board
  - Holds fiduciary responsibility to the Board and leadership team
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### 3. Governance Committee Charter

#### Purpose

The Governance Committee assists the Board in fulfilling its responsibilities regarding governance matters and identifying and recommending Board member and officer candidates. Duties include ongoing Board development, engagement, and revitalization.

#### Key Responsibilities

- Advise on governance strategies and bylaw amendments
- Increase Board Director effectiveness
- Develop and recommend Board service policies
- Maintain conflict of interest policy
- Lead Board self-assessments
- Evaluate Board composition and needs
- Recruit and nominate Board Directors
- Lead succession planning
- Conduct orientation and ongoing Board development
- Recommend content for annual Board retreat

#### Committee Composition

- At least three and not more than five Board Directors
- Only current Board members eligible
- Board Chair designates Committee Chair
- Standing committee with no term limits

#### Meetings

- Every other month, with additional meetings as needed

#### Authorization and Limitations

- No authority to act on behalf of the full Board
- Nominates slate of officers annually
- Abides by Bylaws provisions





#### 4. Development Committee Charter

##### Purpose

Ensures fundraising efforts align with strategic direction and financial needs, and involves Board members in fundraising.

##### Key Responsibilities

- Develop fundraising/development plan with measurable goals
- Oversee fundraising strategies and evaluate effectiveness
- Identify and cultivate major donors
- Recommend Board giving targets
- Advise on donor outreach and recognition
- Perform additional duties as determined by the Board

##### Committee Composition

- 3–5 Board members
- Board Chair designates Committee Chair
- Executive Director and Finance Director are ex officio members
- Standing committee with no term limits

##### Meetings

- Every other month, with additional meetings as needed

##### Authorization and Limitations

- Established by Bylaws
  - No authority to act on behalf of the Board
  - Nominates slate of officers annually
  - Abides by Bylaws provisions
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## 5. Marketing Committee Charter

### Purpose

Provides strategic oversight and support for marketing and communication efforts to enhance the organization's visibility, reputation, and impact.

### Mission

Develop, implement, and oversee marketing strategies that support organizational goals, raise awareness, engage stakeholders, and attract resources.

### Committee Structure

- Chair: Board member or senior staff
- Members: Volunteers, staff, and Board members with marketing expertise
- Ex-Officio: Executive Director or senior leadership

### Responsibilities

- Strategic planning and branding
- Content creation and distribution
- Social media and digital marketing
- Public relations and event promotion
- Market research and evaluation
- Budget oversight

### Meetings

- [Specify frequency, e.g., monthly or quarterly]
- Virtual or in-person as determined by the committee

### Decision-Making

- Consensus-based, with majority vote if needed

### Reporting and Accountability

- Reports to Board or Executive Director
- Chair presents regular reports to the Board

### Term of Service

- [Specify term, e.g., X years, with possibility of renewal]

#### Committee Member Expectations

- Attend meetings, participate, contribute expertise, respect confidentiality

#### Amendments

- May be amended by the committee with Board/Executive Director approval
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## 6. Program Committee Charter

### Mission

Enhance Board understanding of programs and offer assistance as identified by Leadership or the Strategic Plan.

### Purpose

- Support strategic direction and improvement of programs
- Foster collaboration and resource sharing
- Ensure alignment with organizational positioning
- Advocate for necessary resources
- Offer feedback to the CEO

### Charter

- Reflects Rise Recovery values
- Leverages lived experience and unique program value
- Includes Board, staff, and community stakeholders
- Meets regularly for strategic planning and outcomes review

### Specific Responsibilities

- Learn from professionals and stakeholders
- Monitor implementation, metrics, and outcomes
- Identify collaboration opportunities
- Advocate for resources
- Report to the Board

### Methods

- Performance monitoring
- Continuous improvement
- Regular reporting
- Training and development

- Strategic review (e.g., SWOT analysis)
  - Community outreach and advocacy
  - Stakeholder engagement
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## 7. Strategic Planning Committee Charter

### Mission

Identify course for organizational growth in alignment with the vision and mission of Rise Recovery.

### Purpose

Assist the Board and CEO with responsibilities for mission, vision, and strategic direction by detecting opportunities and challenges and developing long-term strategy.

### Committee Composition

- Standing committee
- Chair and members are Board members selected by the Board Chair
- Includes CEO, may include COO, CFO, key employees, and stakeholders

### Key Responsibilities

- Identify strategic issues
- Review industry environment and best practices
- Develop objectives for service improvement
- Monitor strategic plan development and implementation
- Formulate and monitor key objectives and metrics
- Recommend strategic plan changes as needed
- Maintain confidentiality

### Meetings

- Develop meeting calendar to facilitate planning
- At minimum, meet before each full Board meeting