



## Committee Descriptions

### EXECUTIVE COMMITTEE

This committee consists of the officers of the board and the chair or a representative from each of the other standing committees. This committee shall have the duties and powers of the board when the entire Board is not in session, except in regard to effecting any major change in the program. This committee shall have oversight responsibility for all committees.

*Mthly Time Commitment:* One hour for meeting + 2 hours for review/work or Board meeting preparation

*Expertise Needed:* Leadership and governance experience

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### BOARD DEVELOPMENT COMMITTEE

This committee shall: participate in the identification, evaluation and recruitment of persons to serve as Directors; nominate persons for consideration as Directors, officers, or committee members; monitor attendance and participation of Directors for the purpose of recommending renewal or non-renewal of their term; assist in the orientation of new Directors.

*Mthly Time Commitment:* 1 hour bi-monthly meeting + 4 hours follow-up and candidate meetings

*Expertise Needed:* Networking skills, sales and advocacy

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### FINANCE/BUDGET COMMITTEE

The treasurer should sit on this committee, along with Board members or volunteers with particular expertise in the areas of finance or investing. This committee shall: review the annual budget prepared by staff and present the budget with its recommendations to the board; require and examine periodic financial reports from staff; recommend to the Board actions it may deem advisable to improve the financial condition of the corporation; establish policy and procedures regarding the investment of all funds and have general oversight over all the investments of the corporation. This committee shall also ensure that an independent auditor is retained each year to audit the corporation's financial records.

*Mthly Time Commitment:* 1 hour monthly meeting + 2 hours financials review and advisory work

*Expertise Needed:* Finance, banking, investing

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### PROGRAM COMMITTEE

This committee shall: exercise general supervision of the program for selection, care, education, training and welfare of the scholars; periodically appraise the educational and residential components of the program with the purpose of recommending policies to the Board; assess all aspects of the scholar's life and reflect its judgment to the Board. This committee shall have members with professional credentials in the treatment of youth, and representatives from partner schools, and other social service agencies serving youth, as well as BHGH of KC's Program Director. The committee will align with and leverage information shared by the BHGH International Scholar Success Collaborative Leadership Committee.

*Mthly Time Commitment:* 1 hour every other month for meetings + 3-4 hours in information review, follow up and advisory calls with team members

*Expertise Needed:* Child psychology, child psychiatry, trauma-informed care, education, higher-ed, child development, youth services, cultural competency, evaluation, family law, social services

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### SCHOLAR RECRUITMENT COMMITTEE

This committee shall: participate in the identification, initial assessment and recruitment of scholar candidates; vet referrals; identify and contact referral sources; build community advocates for ongoing recruitment outreach.

*Mthly Time Commitment:* 1 hour every month for meetings + 3-4 hours in information review, follow up and advisory calls  
*Expertise Needed:* Community connections, knowledge of BHGH of KC program/goals, ability to build trust with referral sources, parents/guardians



## FUND DEVELOPMENT COMMITTEE

This committee shall: study, promote, and take leadership in the policies and plans for achieving the financial support to meet the goals of the organization; develop and recommend Board policies, programs, and leadership for fundraising; develop and monitor the development plan for the organization. This committee shall have representatives from and oversight responsibility for the following, which can be formed into subcommittees:

**Major Gifts**– This sub-committee shall have responsibility for the identification, cultivation and solicitation of major gift prospects. In conjunction with staff, they shall develop an annual plan/campaign to obtain and renew major supporters.

**Campaigns**–They shall oversee major fundraising campaigns, such as anniversaries, expansion projects and capital campaigns, as approved by the Board.

**Foundations** – Assist the staff in identifying and soliciting potential foundation supporters.

**Special Events Committees**– Shall recruit volunteers, and organize event committees to conduct events as necessary to meet the targeted income levels. Events may include a golf tournament, dinner, parties or other fundraising opportunities as approved by the Board.

**Planned Giving** – Attorneys and financial services representatives working on behalf of the organization share their expertise with individuals interested in including Boys Hope Girls Hope in their will or estate plan.

*Mthly Time Commitment:* 1.5 hours for meeting + 4 hours in planning, strategy, cultivation and stewardship activities *Expertise Needed:* Planning, strategy, leadership, education and engagement of Board in fund development practices

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## MARKETING COMMITTEE

This committee shall: engage in activities that encourage awareness and community investment in the BHGH of KC mission and vision. This committee supports the efforts of the Board Development, Fund Development, Events and Program Committees by assisting with marketing strategy and messaging to create brand recognition and awareness to potential donors to generate interest in the work of the organization and to recruit stakeholders on all levels. The committee will assist in the development of press releases, social media presence and direct mail campaigns. The committee will align and leverage local strategies and partnerships with the BHGH International Marketing and Development Collaborative Leadership Committee.

*Mthly Time Commitment:* 1.5 hours meetings + 3-4 hours on deliverables

*Expertise Needed:* Marketing strategy, branding, public relations, social media, copywriting, graphic design

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## JUNIOR BOARD

This board shall: consist of young professionals and shall plan and implement annual Trivia Night and orchestrate several activities each year with the scholars.

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## CAPITAL IMPROVEMENTS COMMITTEE

This committee shall: maintain a list of maintenance needs at the BHGH of KC residence, develop plans, engage experts and pro bono/in-kind donors to make necessary repairs, oversee and/or execute improvements, repairs and upgrades

*Mthly Time Commitment:* 2-10 hours, based on project work

*Expertise Needed:* Construction, carpentry, plumbing, electrical, lighting, painting, deck repair, general contracting, coordination, volunteer recruitment