

PWA BOARD COMMITTEE MANDATES
Sample Document

Finance Committee, Governance Committee, Fundraising Committee

Finance Committee

The Board shall maintain an active Standing Committee named the Finance Committee to support its fiduciary responsibilities to the Agency.

1. The mandate of the Finance Committee is to:
 - 1.1. Receive, review, amend and recommend for approval various reports from the Executive Director related to various financial matters such as: annual operating budget and policies including but not limited to purchasing, signing authorities, reserves and investment, business practices, finance reports and audit findings, etc.
 - 1.2. Receive, examine, and present for approval to the Board the financial statements and budgets of the Agency and trustees.
 - 1.3. Support, as needed, the annual audit process, receive the Auditor's report, present the final draft to the Board and the membership for approval.
 - 1.4. Identify broad issues and strategic responses related to fundraising efforts, funder relationship issues, and long-term sustainability.
 - 1.5. Annually recommend to the Board the appointment of the auditor.
2. The Finance Committee will be chaired by the Treasurer of the Board of Directors and be composed of identified Board members and community members who have related expertise.

Governance Committee

The Board shall maintain an active Standing Committee named the Governance Committee to support its governance and recruitment responsibilities.

1. The mandate of the Governance Committee is to:
 - 1.1. Oversee, review, propose edits to the By-Laws, and recommend for approval the same to the Membership.
 - 1.2. Monitor and evaluate the implementation of the Agency's strategic plan and the annual Board workplans.
 - 1.3. Provides strategic oversight to the Executive Director in Human Resources and Labour Relations priorities.
 - 1.4. Advises the Board and the Chair on the process for providing an evaluation of Executive Director performance
 - 1.5. Acts as the Recruitment Committee for the Board as described in Policy 2002.
2. The Governance Committee will be chaired by a Board member participating on the committee who will be appointed by vote of the members of the Governance Committee

Fundraising Committee

The Board shall maintain an active Standing Committee named the Fundraising Committee to support its fundraising and philanthropic objectives.

1. The mandate of the Fundraising Committee is to:
 - 1.1. Regularly monitors and reports to the Board on relevant Key Performance Indicators related to fundraising and communication activities, as established by management
 - 1.2. Provides recommendations and advice to the Finance Committee regarding the development of the philanthropy budgets
 - 1.3. Shares ideas, identifies risks and offers timely advice to the Board in relation to: Communication, Fund Development and the required infrastructure / support needs
 - 1.4. Assists in the planning and execution of events
 - 1.5. Assists in the development and execution of communication strategies and materials
 - 1.6. Assists in the development and execution of fund development strategies and materials
 - 1.7. Supports staff in making the ask, providing contacts and leveraging their networks for philanthropic purposes

2. The Fundraising Committee will be chaired by a Board member participating on the committee who will be appointed by vote of the members of the Fundraising Committee

3. The Fundraising Committee will be open to recruiting non-Board members with a particular focus on the following competencies:
 - Communication
 - Fund Development / Fundraiser (Event, Individual, Major Gifts, Sponsorship, Corporate Giving etc.)
 - Marketing / Advertising / PR
 - Event Planner
 - Web developer
 - Social Media Expert
 - Photographer / Videographer
 - Writer / Editor
 - Graphic Designer
 - Community / Industry leader