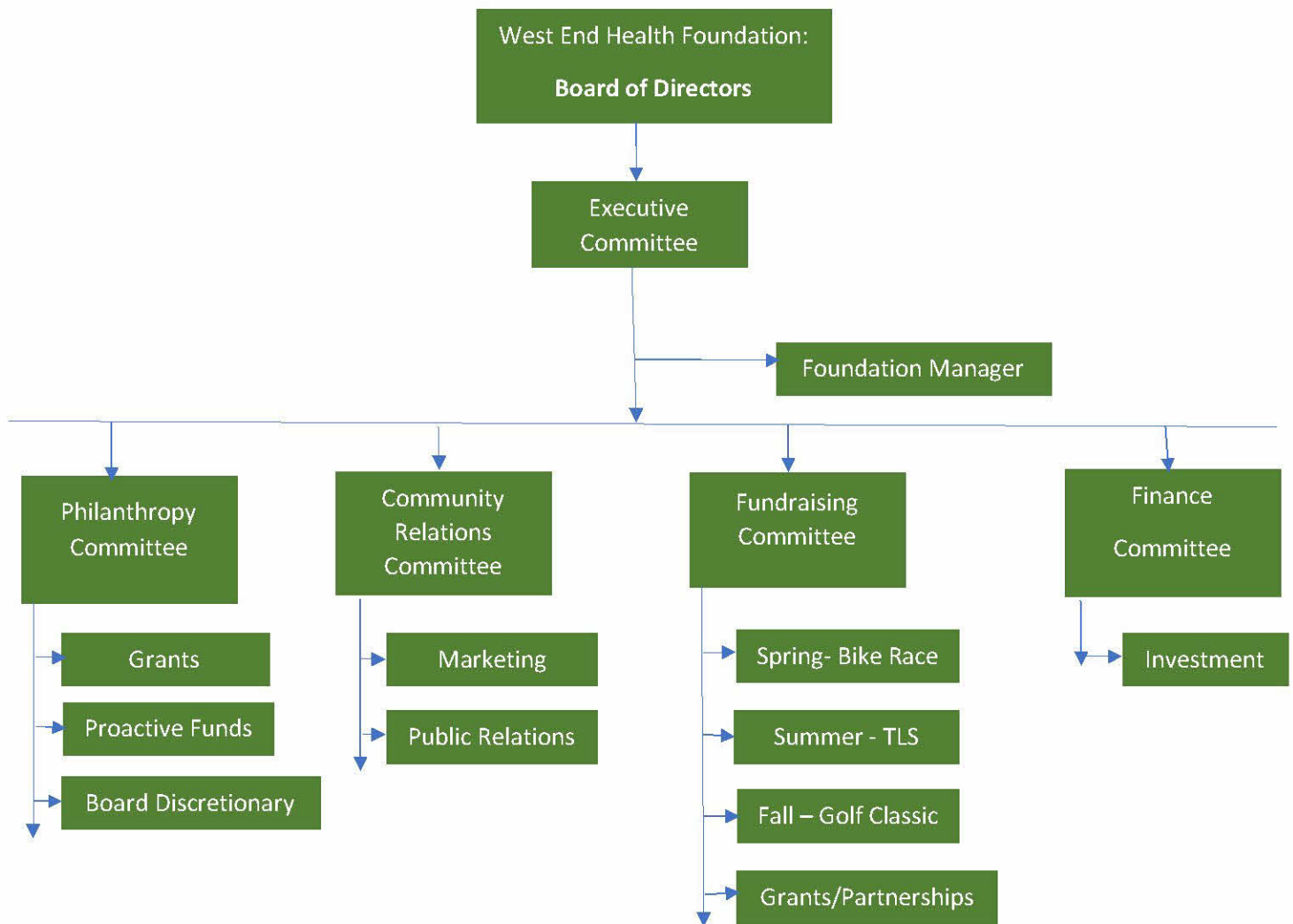


## West End Health Foundation Organizational Chart



## West End Health Foundation Committee Charters & Standard Operating Procedures

### Executive Committee: Standing Committee

- Charge - To exercise all the powers of the Board in the oversight of management and business, including financial matters and the ability to act between formal board meetings if necessary.
- Membership- Committee Chair = Board President/Chair. Remaining members are elected officers: Vice Chair, Treasurer, Secretary. Other board members may be assigned by the board chair.
- Operations- The Executive Committee will meet during the months there is no board meeting, as the board of directors meets every other month. Goals of the meeting will be to review the staffing report, accounts receivable and payable, determine the priorities for the following board meeting, and any other duties as necessary. The foundation manager will be present at regularly scheduled meetings and the meetings will last approximately 1 hr - 90 min. Special

meetings of the executive committee may be called with appropriate notice, foundation manager may or may not need to be in attendance. The Secretary will provide a written report and recommendation from the meeting and will upload it to the Google Drive for review during the next board meeting.

- Responsibilities
  - Staff management and evaluation
    - Evaluate staffing levels and recommend changes-
    - Approve staff timesheets and payroll
  - Bylaws
  - Policy review
  - Board education
  - Board self-assessment & strategic planning
  - New member orientation
  - Board succession planning

### **Finance Committee: Standing Committee**

- Charge - To provide sound and realistic financial oversight to the organization.
- Membership: Committee Chair = Treasurer. President/ Chair should also be a member, other board members as desired, this is a board member only committee. Committee chair may seek input from community members, but they will not be voting members of the committee.
- Operations: Foundation manager will be present at finance meetings, which will last no more than 1hr - 90 minutes. Finance Committee meets at least quarterly, additional meetings may be called as needed. Finance will meet in October/ November to draft the following year's budget, based on investment and spending policy after reviewing the previous year's budget. The budget will be presented to the board at the last meeting of the fiscal year. At each quarterly meeting, the finance committee will review the check register, profit and loss, balance sheet, budget to actual, for the year to date and previous year comparison. A budgeted line item adjustment may be recommended to the full board for review. The committee chair, or designated person, will provide a written report and recommendation from the meeting and will upload it to the Google Drive for review during the next board meeting.
- Responsibilities
  - Develop an annual operating budget (with staff)- integrate strategic plan objectives and initiatives
  - Monitor and adhere to annual budget
  - Set long range financial goals and funding strategies to achieve them.
  - Draft organizational fiscal policies
  - Anticipate financial problems and ensure that assets are protected
  - Oversee financial record keeping
  - Help the full board understand the organization's financial health
  - Ensure all legal reporting requirements are met
  - Present all financial reports and goals/progress to the board of directors for review and approval
  - Coordinate with Foundation CPA to complete annual Audit or Financial Review
  - Coordinate with Foundation CPA to complete annual IRS 990

