



TFC BOARD OF DIRECTORS SUBCOMMITTEES

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THE FREDERICK CENTER, INC.

P.O. Box 3231 | Frederick, MD 21705

TFC Board Subcommittees

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Board Development Committee

Committee Composition

A board member shall be Chair of this committee.

There shall be no less than three members in addition to the chair, who are appointed by the Chair for a one-year term.

This committee consists of only board members.

Mission

To ensure that the composition of the board is reflective of the needs of the organization and the community and that board members remain engaged and productive.

Roles and Responsibilities

- Compile or develop needed materials, getting board approval where necessary, including:
 - Board Member Job Description;
 - Prospective Board Member Application;
 - Board Orientation Manual or Handbook;
 - Board Member Bio form.
 - Board Member Contact List
- Ensure that the organization is in compliance with the bylaws as they relate to board composition and governance. Maintain records on board terms and tenure of individual board members.
- Maintain information on the expertise and interests of Board members for use by the board president in making committee assignments.
- Monitor Board member participation and enforce Board rules on attendance and performance.
- Re-evaluate the contributions of current board members up for re-election.
- Anticipate vacancies on the board. Assess the organization's needs and identify appropriate board candidates.
- Solicit the participation of board members, staff and volunteers in identifying potential board candidates.
- Make recommendations to fill vacancies that occur between terms.
- Create and maintain a meaningful interview process for prospective Board members.
- Propose a slate of board member candidates and officers to fill vacancies to the full board of directors or membership for approval.
- Identify and discuss potential board role with committee members, fostering a pipeline.
- Arrange for ongoing training for all board members on aspects of board governance such as fiduciary responsibility, risk management, training etc. that are identified in annual board self-assessment as areas of need.
- Arrange for ongoing board self-assessment and change management.
- Conduct exit interview of departing board members with an eye towards organizational improvement.
- Coordinate board orientation for incoming board members. Design and arrange for additional board support opportunities as needed, such as new board member mentoring.

Finance Committee

Committee Composition

The chair of the finance committee will be the treasurer of the board of directors.

There should be no less than two members in addition to the chair, who are appointed by the Chair for a two-year term.

This committee consists of only board members.

Mission

To provide financial oversight and promote financial integrity of the organization.

Roles and Responsibilities

- Review profit and loss, cash flow, and budget vs. actual reports on a monthly basis. Identify any anticipated financial issues, analyze risk, and report any concerns to the rest of the board, with a recommended action plan.
- Present quarterly financial reports to the full board, including the financial statements listed above and a review of the organization's balance sheet.
- Ensure organizational compliance with all fiduciary responsibilities of the board, including the adoption of and compliance with a conflict of interest and ethics policy, filing of organizational taxes and 990s, and financial reports to funders.
- Plan and/or conduct financial oversight training for the rest of the board as needed.
- Develop and monitor the administration of a comprehensive financial policy and procedure manual, including a contributions policy.
- Conduct an inquiry into any questionable financial transactions.
- Maintain awareness of best practices in the field and recommend financial policy and procedure changes accordingly.
- Make recommendations on the establishment of a cash reserve, a line of credit, and/or an investment strategy as the organization evolves and grows.
- Undertake an annual internal audit until finances requires an external audit.
- Drawing on the program leaders and board members, create an annual budget review and approval

Executive Committee

Committee Composition

The chair of the executive committee will be the chair of the board of directors.

The executive committee consists of the four offices of the board of directors; chair, vice chair, secretary and treasurer.

This committee consists of only board members.

Mission

Facilitate operations and conduct of the board of directors to make sure it is knowledgeable about and effectively supporting the work of the organization. Conducts the day to day decisions of organization when the board is unable to meet.

Roles and Responsibilities

- Develop annual performance objectives of the board.
- Design and conduct an annual board evaluation and manage contract negotiations on behalf of the board.
- Make recommendations regarding the salary structure for the organization to the full board for approval.
- Establish the monthly agenda for the board of directors, including updates, decision-making and approval. Arrange for the provision of materials to aid the board's preparation for each meeting.
- Conduct inquiries and oversee responses into any external public relations questions and/or crisis management needs.
- Communicate with the board and resolve any staff issues that have arisen through grievance according to policies established by the board.
- Maintain a current understanding of non-profit board best practices and facilitate the adoption of such practices when warranted.
- Conduct an annual review of the organization's bylaws, policies, and procedures. Any edits will be brought to the board for review and approval.

Educational Outreach Committee

Committee Composition

A board member shall be the chair of this committee.

There should be no less than three members in addition to the chair, who are appointed by the chair for a two-year term.

This committee may consist of board and non-board members.

Mission

To monitor and implement organization's educational programs and services to ensure they are performing as planned, maintaining relevance, meeting the needs of beneficiaries. Developing strategic objectives that best address the needs of the community.

Roles and Responsibilities

- Develop, Coordinate and facilitate LGBTQ sensitivity and awareness training.
 - Develop training modules for varying organizations including medical, police, education, social services, businesses, nonprofits, government, NGOs, etc.
 - Coordinate with organizations seeking training.
 - Coordinating trainers' schedules to have at least two trainers for each session.
 - Identify new potential trainers.
 - Develop a train the trainers program with evaluation tools.
 - Create and reevaluate, on a yearly basis, training fees.
 - Create and reevaluate, on a yearly basis, a training contract.
 - Triage training requests according to our organization's priorities
 - Maintain an accessible list of organizations that have received training, including contact information, dates of training and any necessary notation.
 - Develop a feedback tool and/or comprehension tool.
- Coordinating and facilitating tabling at public events, organized by third party organizations.
 - Examples include: In The Street, National Night Out, Asian American Festival, Community Health Fair, Latino Festival, Birth and Babies Fair, etc.
- Organize and implement Welcoming Frederick each year.
- Identify new public outreach opportunities and score them according to level of importance.
- Develop a list of organizations that can provide collaboration, guidance and support.

LGBTQ Community Services

Committee Composition

A board member shall be the chair of this committee.

There should be no less than three members in addition to the chair, who are appointed by the chair for a one-year term.

This committee may consist of board and non-board members.

Mission

To monitor and implement organization's support programs and services to ensure they are performing as planned, maintaining relevance, meeting the needs of beneficiaries. Developing strategic objectives that best address the needs of the community.

Roles and Responsibilities

- Oversee current community support services:
 - This currently includes Youth Group, Young Adult Group, Youth Group Jr., Healing Pride, Transgender and Gender Nonbinary support group, TransFamilies..
- Develop recommendations for the board for any new support service programs.
- Create and maintain a data log for each community support program.
- Reports to the board pertinent data and effectiveness of programs on a quarterly basis.
- Coordinate with contractors and community partners of The Frederick Center for data collection, scheduling, essential supplies.
- Identify volunteer needs for each program. Maintain a volunteer scheduling program.
- Coordinate food and supplies for each meeting session.
- Coordinate with marketing committee to provide content, and feedback regarding programs to use in public materials.
- Work with contractors to develop curriculum for each program.
- Identify new opportunities for community collaboration to increase awareness of resources for members of each group.
- Evaluate programs for efficiency and effectiveness.
- Working with contractors, develop a "get" policy, addressing non-financial needs of group members, soliciting donations from the larger community and fulfilling those requests.
 - Examples include: Binders, underwear, packers, etc.
- Evaluate the need for facilitators. Create an application process, interview process and selection process. Present recommendations to the Board of Directors.

Resource Development

Committee Composition

A board member shall be Chair of this committee.

There should be no less than three members in addition to the Chair, who are appointed by the Chair for a two-year term.

This committee may consist of board and non-board members.

Mission

To develop resources, monetary and in-kind, that meet or exceed the goals set by the board through the budget.

Roles and Responsibilities

- Develop and implement an annual resource development plan with goals established and leaders assigned for each initiative.
- Identify new sources of revenue and resources including fundraising and resource raising events such as Carnival and Little Song, Little Dance.
- Involve and hold accountable other board members for participation in fundraising.
- Develop and implement a donor stewardship program in accordance with best practices to increase the likelihood of repeat donors, and to increase the impact of individual donors.
- Identify and implement board training regarding fund development as needed.
- Identify and implement a membership development program with benefits.
- Identify and apply for potential grants. Create a database for management.
- Reporting back to granting organizations pertinent data to maintain the grant.

Marketing Committee

Committee Composition

A board member shall be the chair of this committee.

There should be no less than two members in addition to the chair, who are appointed by the chair for a two-year term.

This committee may consist of board and non-board members.

Mission

To create, maintain, and update public information and communications related to the organization.

Roles and Responsibilities

- Develop and implement an effective website strategy for keeping the public informed.
- Develop and implement an effective social media strategy for keeping the public informed.
- Develop and implement an effective newsletter strategy for keeping the public informed.
- Conduct a consistent audit of the organizations website to make sure data is up to date, suggesting changes and updates to the website as necessary.
- Reviewing, updating and reprinting the organizations brochures and literature.
- Oversee the development and implementation of the meetup group, Frederick's LGBTQ community.

Frederick Pride

Committee Composition

A board member or non-board member can be the chair of this committee.

There should be no less than ten members in addition to the chair, who are appointed by the chair for a one-year term.

This committee may consist of board and non-board members.

Mission

To create a series of events celebrating the history and cultural heritage of the LGBTQ community.

Roles and Responsibilities

- The committee will set the date for Frederick Pride usually held on the fourth Saturday in June.
- Create and generate marketing around the theme of the annual celebration.
- Develop a committee to address the many facets of the pride celebration including:
 - Logistics
 - Sponsorship
 - Children
 - Vendor Relations
 - Marketing
 - Beer/Wine
 - Speakers
- Silent Auction
- Entertainment
- Decorations
- Creating the parameters of The Frederick Pride festival and conducting the annual event
- Organizing and staffing any Pride month events surrounding the festival.
- Develop a cloud based resource folder for each year, helping ensure continuity.

Community Partnership Committee

Committee Composition

A board member will be the chair of this committee.

There should be no less than three members in addition to the chair, who are appointed by the chair for a two-year term.

This committee may consist of board and non-board members.

Mission

Roles and Responsibilities

- Oversee current community partnership organizations:
 - This currently includes Frederick County Public Schools, Frederick County Health Department, Frederick Memorial Hospital, GLSEN, Pride Center or Maryland, Student Homelessness Initiative Partnership, and Frederick County Sherriff's Office.
- Oversee that we are meeting requirements for current memorandums of understandings (MOUs):
 - The currently includes Frederick County Teachers Association, Frederick City Police Department, City of Frederick, and Freestate Justice.
- Provide guidance on advisory committees:
 - The currently includes The Child Fatality Review Board, The Chief of Frederick City Police advisory committee, The Youth Advisory Committee of Frederick City, and The Hood College Direct Campus Awareness, Response, and Education Team
- Coordinate with High School Gender and Sexuality Alliances (GSAs), Middle School GSAs, Hood College GSA, Frederick Community College GSA, and Mt. St. Mary's GSA for support and programming ideas.
- Sit on the HIV Coalition, provide support to the organization, and provide feedback to the board regarding the committees needs and upcoming events.
- Create and maintain a running spreadsheet of organizations that The Frederick Center partners with.