



## YMCA BUFFALO NIAGARA

### Board of Directors Committee Summary

#### **DIG (Community & Global Engagement) Committee**

The DIG Committee shall be responsible for implementing organizational policies that strive to ensure the community can access and feel a sense of belonging at the Y. Primary tasks include:

- To identify, monitor, and advance opportunities to create a welcoming environment in YMCA programs and facilities.
- To develop an annual chart of work that identifies and prioritizes objectives.
- To identify and evaluate opportunities to work with global YMCA partners.

#### **Finance / Audit Committee**

The Finance / Audit Committee is responsible for the planning and supervision of all matters concerning the finances of the operations of the Association. Primary tasks include:

- To approve and monitor the annual operating budget.
- To research and recommend proper insurance coverage.
- To secure auditors and review audit findings. Review IRS form 990 prior to submission.
- To monitor the performance of the YMCA operating units.
- To ensure Board compliance with conflict of interest and whistleblower policies.

#### **Financial Development Committee**

The Financial Development Committee is responsible for the planning and implementation of all financial development actions of the Association, including annual campaign, capital campaign, endowment development/planned giving, special events, and grant writing. Primary tasks include:

- To assess and establish short and long-term objectives in each of the primary areas of financial development – annual campaign, planned giving initiatives, grant seeking, and special events.
- To identify qualified leadership needed to achieve goals for the Annual Campaign.
- To recommend opportunities for securing grants that will yield the best results.
- To develop and implement a year-round donor stewardship program.



### **Governance Committee**

The Governance Committee is charged with overseeing YMCA Buffalo Niagara's board development efforts, overseeing the composition, responsibilities, effectiveness, and education of the Board. The committee is responsible for ensuring that the Board of Directors are active and involved to carry out the goals and mission of the Association. Primary tasks include:

- To establish and integrate a recruitment process that focuses on identifying a diverse pool of high-level individuals in the community with background and skills to advance the mission of the Y.
- To review and revise board member expectations annually for board approval.
- To recommend the renewal class and new class of board members annually.
- To recommend a slate of officers every two years.
- To review and oversee processes for onboarding, ongoing education, and Board effectiveness.

### **Human Resources Committee**

The Human Resources Committee is responsible for the recommendation and approval of employee policies. Primary tasks include:

- To review and revise personnel policies.
- To monitor and recommend revisions to the employee benefits plan.
- To monitor and recommend salary and wage schedules.
- To monitor the annual employee performance appraisal process.
- To assure compliance with employment related Legislation.

### **Properties Committee**

The Properties Committee is responsible for establishing and monitoring guidelines for maintaining the capital assets of the YMCA. It reports to the Board of Directors and the Board of Trustees. Primary tasks include:

- To monitor utility usage and explore strategies to control consumption and cost.
- To oversee facility repair and replacement projects.
- To assure that a capital development plan is in place for all Association property.
- To inspect properties on a regular basis.