



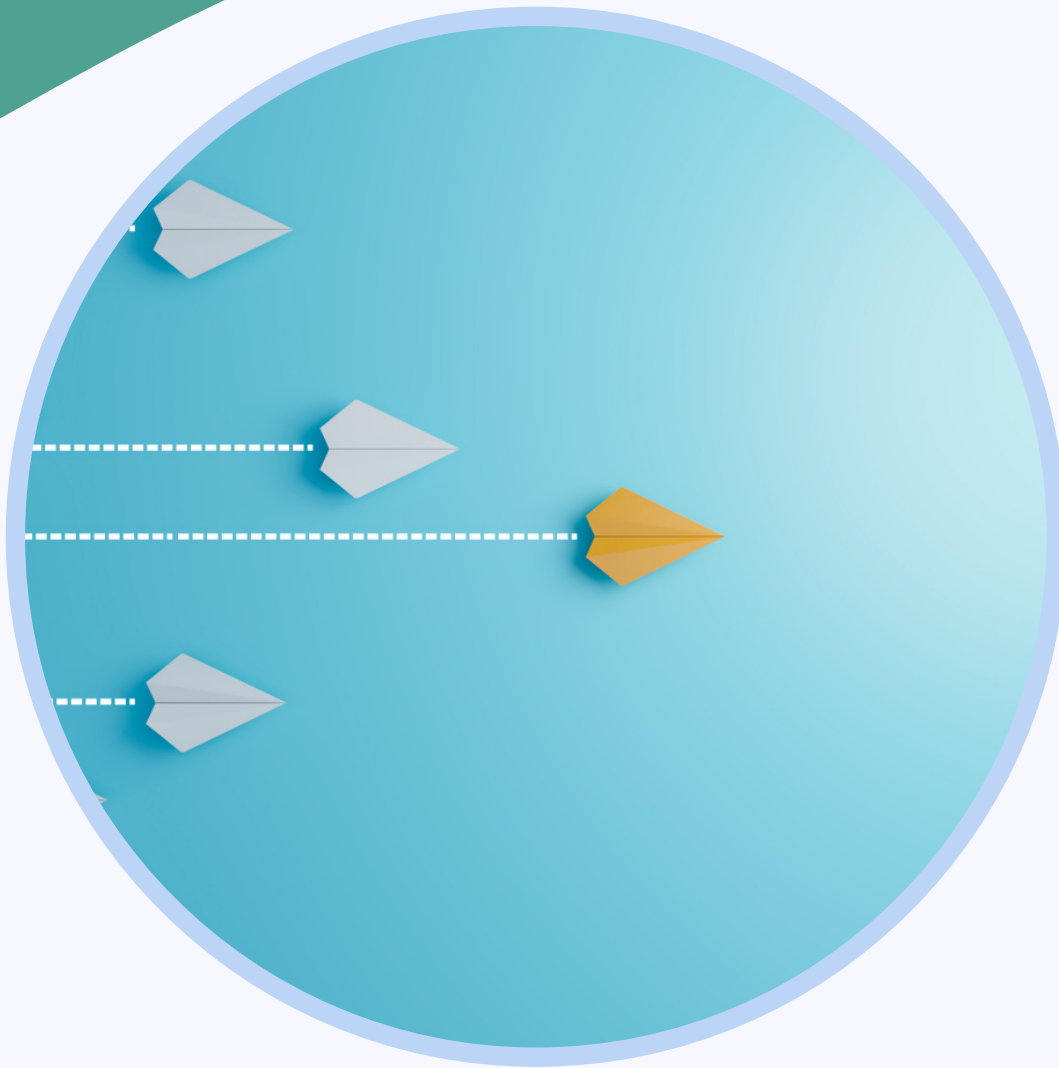
**MICHIGAN COALITION  
AGAINST HOMELESSNESS**

[www.mihomeless.org](http://www.mihomeless.org)  
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# MCAH BOARD COMMITTEE

*External Board Committee  
Descriptions*

Revised May 2023



## COMMITTEE DESCRIPTIONS

**Mission:** We serve as an inclusive statewide voice to improve systems and support communities to prevent and end homelessness in a way that leaves no one behind.

**Vision:** We will advance housing justice and make ending homelessness a shared priority.

# COMMUNICATIONS COMMITTEE

## ***Purpose and Scope of Committee***

The Communications Committee's purpose is to oversee the organization's overall communications activities.

### • ***Composition***

- Membership: 3 - 7 individuals
- Qualifications of members: interest in, and commitment to, enhancing agency communication activities. Private or public sector experience in public relations, marketing, or communications desired.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.
- Rotations (if any): none prescribed.
- Appointment/Selection Process:
  - All members appointed by the President of Board of Directors
  - Committee Chair is to be appointed by the President of Board of Directors

### • ***Responsibilities/Duties***

#### **Specific to the Communications Committee**

To accomplish this, it's responsibilities are:

- To work with staff to establish an annual communications plan that incorporates a series of appropriate vehicles, such as social media, traditional media, communication through existing networks, etc.
- To work with staff in developing and carrying out efforts to raise the visibility of issues relating to homelessness and to the organization itself.
- To serve as a resource for staff regarding communications activities, providing guidance and/or expertise as well as direct services to assist in carrying out those activities when called upon by staff.

# COMMUNICATIONS COMMITTEE (CONT'D)

- ***Common to all Committees***

- Maintain a current individual MCAH membership.
- Participate in meetings and assigned follow up.
- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.
- Evaluate the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings.

- ***Meeting Frequency***

This committee will meet at least six (6) times per year.

# EXECUTIVE COMMITTEE

## ***Purpose and Scope of Committee***

The Executive Committee's purpose is to act on behalf of the Board of Directors in between Board meetings and to take on additional tasks/assignments as deemed appropriate by the Board Chair or the Board of Directors.

### • ***Composition***

- Membership: the four (4) Officers of the Corporation as delineated in Article VII, Section 1 of the by-laws
- How chair is appointed/selected: per the by-laws, this committee is chaired by the Chair of the Board of Directors
- Quorum: A simple majority of of the committee will represent a quorum for voting purposes

### • ***Responsibilities/Duties***

#### **Specific to the Executive Committee**

To accomplish this, its responsibilities are:

- To carry out the business of the Corporation between board meetings expect that it may not borrow money on behalf of the corporation unless specifically authorized to do so. Actions taken by this committee shall be presented to the board at its next regularly scheduled meeting.
- To oversee the annual performance appraisal of the Executive Director.
- To oversee board recruitment, nominations, orientation, and engagement.
  - To prepare priorities for board composition.
  - To meet with prospective board members and recommend candidates to the board
  - To develop and conduct orientation sessions, in conjunction with staff, for new board members and to organize training sessions for the entire board, and;
  - To suggest new, non-board individuals for committee membership.
- To oversee various personnel matters:
  - Drafting and/or revising personnel policies for board approval
- Reviewing job descriptions
- Establishing a salary structure
- Annually reviewing staff salaries
- Reviewing the benefits package

# EXECUTIVE COMMITTEE (CONT'D)

- ***Common to all Committees***

- Maintain a current individual MCAH membership.
- Participate in meetings and assigned follow up.
- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.
- Evaluate the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings.

- ***Meeting Frequency***

This committee will meet on an as-needed basis as determined by the Board President, the Committee itself, or the Board of Directors.

# FINANCE COMMITTEE

## ***Purpose and Scope of Committee***

The Finance Committee's purpose is to oversee the financial operations of the organization and to provide guidance and expertise to staff regarding the administration of agency finances.

### • ***Composition***

- Membership: 3 - 7 individuals
- Qualifications of members: Interest in, and commitment to, overseeing agency finances. Experience with financial management, accounting, budgeting, and/or auditing preferred.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.
- Rotations (if any): None prescribed.
- Appointment/Selection Process:
- All members appointed by the Chair of the Board of Directors, with the exception of the Board Treasurer who will, by virtue of respective Officer status, serve as member and Committee Chair. Membership may come from outside of the Board of Directors, but it shall not constitute more than a majority of its membership.

### • ***Responsibilities/Duties***

#### **Specific to the Finance Committee**

#### **To accomplish this, its responsibilities are:**

- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations (such as meaningful involvement by program directors), and on a consistency between the budget and the organization's plans
- To report to the board any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are accurate and timely
- To oversee short and long-term investments, unless there is a separate investments committee
- To recommend selection of the auditor and work with the auditor by receiving the auditor's report, meeting with the auditor, and responding to the auditor's recommendations, and
- To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise
- Delegated supervisory authority over MCAH's investment activities, including regular reporting on the organization's investments.

# FINANCE COMMITTEE (CONT'D)

- ***Common to all Committees***

- Maintain a current individual MCAH membership.
- Participate in meetings and assigned follow up.
- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.
- Evaluate the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings.

- ***Meeting Frequency***

This committee will meet at least six (6) times per year.



# FUND DEVELOPMENT COMMITTEE

## ***Purpose and Scope of Committee***

The Fund Development Committee's purpose is to oversee the organization's overall fund development activities and, in particular, the fundraising done by the board and its members.

### • ***Composition***

- Membership: 3 - 7 individuals
- Qualifications of members: Interest in, and commitment to, enhancing agency fund development activities. Experience with fund development desired.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.
- Rotations (if any): None prescribed.
- Appointment/Selection Process:
- All members appointed by the President of Board of Directors
- Committee Chair is to be appointed by the President of Board of Directors
- Committee Scribe is to be appointed by majority vote within the Committee

### • ***Responsibilities/Duties***

#### **Specific to the Fund Development Committee**

To accomplish this, its responsibilities are:

- To work with staff to establish a fund development plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- To work with fund development staff in their efforts to raise money
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support, and;
- To monitor fund development efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

# FINANCE COMMITTEE (CONT'D)

- ***Common to all Committees***

- Maintain a current individual MCAH membership.
- Participate in meetings and assigned follow up.
- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.
- Evaluate the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings.

- ***Meeting Frequency***

This committee will meet at least six (6) times per year. Surveys distributed to committee members on alternating months.

# PUBLIC POLICY COMMITTEE

## ***Purpose and Scope of Committee***

The Public Policy Committee's purpose is to ensure adequate and appropriate oversight of MCAH's activities relating to legislative advocacy on behalf of persons who are homeless or at-risk of homelessness, and to make recommendations to staff and the board of directors on related policy issues.

### • ***Composition***

- Membership: 3 - 7 individuals
- Qualifications of members: Interest in, and commitment to, public policy issues. Knowledge of or experience with the legislative process, policy analysis, and/or advocacy preferred.
- Quorum: A simple majority of the committee will represent a quorum for voting purposes.
- Rotations (if any): None prescribed.
- Appointment/Selection Process:
- All members appointed by the Chair of the President of Board of Directors
- Committee Chair is to be appointed by the President of Board of Directors

### • ***Responsibilities/Duties***

#### **Specific to the Public Policy Committee**

##### **To accomplish this, its responsibilities are:**

- Stay informed on relevant matters
- Provide feedback and/or recommendations with respect to policy priorities
- Provide feedback and/or recommendations with respect to public statements and/or positions pertaining to related policy issues
- Assist staff in engagement in regulatory and legislative advocacy
- Bring proposals to the full board regarding potential organizational activities

# PUBLIC POLICY COMMITTEE (CONT'D)

- ***Common to all Committees***

- Maintain a current individual MCAH membership.
- Participate in meetings and assigned follow up.
- Recommend revisions to the MCAH Policies and Procedures relevant to the committee's work.
- In coordination with the Executive Committee, develop volunteer job descriptions to support the work of the committee.
- Evaluate the performance of the committee.
- Evaluate the Strategic Plan to ensure that strategies and tactics relevant to the work of the committee are being fulfilled and to ensure that major work of the committee is reflected in the strategic plan.
- Prepare regular status reports and minutes of meetings.

- ***Meeting Frequency***

This committee will meet at least six (6) times per year.