

# **KACM Board of Directors and Committee Responsibilities**

## **Board of Directors**

- Creates and updates the mission and vision statements
- Determines how organizational performance will be measured
- Sets goals and approves and monitors the strategic or business plan
- Develops organizational policies, including the policies that govern how the board will operate. • Establishes the code of ethics for the board and ED, including policies related to private inurement and conflict of interest, and sets the tone for organizational behavior.
- Establishes the end results the Executive Director is assigned to achieve and defines any limitations on the means the ED can use or any functions the ED must perform.
- Monitors financial and operational performance. Hires the Executive Director/Chief Executive Officer (ED/CEO). Evaluates the executive director based on achievement of the end results and compliance with predefined limitations or requirements.
- Selects an auditor and receives the audit report.
- Supports the organization by making personal donations, garnering resources and advisors and assisting with fundraising.
- Serves as the organization's ambassador to other agencies, funders and potential funders and the general community
- Attracts donors, supporters, favorable press, and new board members

## **Finance Committee**

- Provides guidance and management of the annual budget process and financial policy • Conducts quarterly internal audits with the Treasurer
- Chaired by the Treasurer

## **Exhibit Committee**

- Organizes and oversee regular exhibit maintenance and repairs
- Develops plans for future exhibits and carry out all aspects of the plan
- Oversees the inventory and storage of exhibits not currently being used

## **Events Committee**

- Plans and coordinates the Treasure Chest
- Helps coordinate the Breakfast with Santa event
- Organizes and oversees the Annual Birthday party celebration

## **Nominating - Business Operations Committee**

- Manage website hosting, integration of business software and HR
- Manage upcoming board vacancies and make recommendations of new members for board approval

## **Building Committee**

- Develops a preventive maintenance plan to prevent deterioration or damage to the building • Develops and monitor a budget for building and land maintenance and services with a specific goal of reducing operation costs

- Acts as a primary contact with city officials to ensure that it is in compliance with local building and safety codes
- Works with the Executive Director and Board of Directors to assess the long-term space needs and associated costs.

#### **Annual Campaign Committee**

- Develops the core base of sustaining corporate, foundation, and individual contributors • Organizes and oversees annual campaign, including activities, and events
- Oversees training of potential solicitors and recognize solicitors and donors as needed