

Overview of Committees and Organizational Structure

Business Affairs Committees

- **Finance and Legal** oversees finances of the corporation, ensures timely state/federal reporting; develops and monitors annual budget; oversees financial matters of Your Nonprofit. (3 members)
- **Long Range Planning and Personnel:** reviews Your Nonprofit's mission, purposes and goals annually, develops a strategic plan, interviews, evaluates, recommends Executive Director to the Board (3-5 members)

Resource Development Committees

- **Leadership Development** identifies, orients, and recruits a diverse pool of prospective volunteer leadership for the board and its committees and develops job descriptions for every volunteer responsibility (4 members)
- **Fundraising** develops board members' skills in cultivating individual donors; oversees campaigns, major events, planned giving programs; ensures donors are thanked, informed, recognized profusely (5 members)
- **Public Relations** educates the public, through written materials and events, about the mission and purposes of Your Nonprofit, the need for better and more affordable housing in certain areas, and the steps being taken to meet this need; ensures that orientation to Your Nonprofit's mission occurs at every volunteer activity (3 members)
- **Community Relations/Youth Programs/Volunteers** encourages individuals and groups to be involved in Your Nonprofit's work; recruits volunteer groups and individuals for projects and special events; maintains a data base of skills & contacts (5 members)

Program Services Committees

- **Client Selection** drafts selection criteria and application forms for board approval; markets for applicants; screens, interviews, notifies, trains, and monitors the progress of applicants (7 members)
- **Client Support** provides participants with a mutual support system and training for involvement in the various programs of Your Nonprofit. (5 members)

Project Committees

- **Project Selection** targets areas of the community in which the projects shall be developed, investigates the availability and suitability of projects, recommends projects to become involved in (3 members)
- **Project Engagement** develops relationships with skilled professionals and materials suppliers; coordinates Resource Development Committee to ensure each project has the necessary resources to be successful; oversees safety and quality of projects (7 members)