



## 2017 Committee Descriptions

### **Audit and Finance Committee**

The Audit and Finance Committee works with staff and oversees the annual audit process; works with staff and the HCC accountant to track HCC's finances; and, keeps the Board informed on a quarterly basis. The Committee works with staff to manage investments and contingency reserves. The Committee works with staff to draft the annual operating budget and present it to the Board for action at the annual meeting. The Committee may recommend action items, including adoption of procedures and policies, to the Executive Committee and Board of Directors. The Committee meets quarterly, and may meet more regularly as needed.

### **Board Development (Nominating) Committee**

The Committee is comprised of the President, President-Elect, and at least two At-Large Board members. The purpose of the Committee is to evaluate annually each Director's compliance with the Board Service Policy and report the findings to the Executive Committee and Board of Directors; assist in cultivating new Board/donor prospects; oversee Board recruitment, training, and recognition; nominate new Board members and officers as appropriate; develop and implement a Board evaluation tool; and, recommend changes to the Board Service Policy as appropriate. The Committee meets as needed.

### **Communications and Governmental Relations Committee**

The purpose of the Communications and Governmental Relations Committee is to engage public officials and other decision-makers on an as needed basis to help secure funding for HCC, and works with HCC Staff on issues related to public relations and external communications; and, development of HCC materials on an as needed basis. Members of the Committee may occasionally travel to other cities at their own expense to lobby on behalf of HCC. The Committee may recommend action items, including adoption of procedures and policies, to the Executive Committee and Board of Directors. The Committee meets as needed.

### **Executive Committee**

Pursuant to the HCC Bylaws, the Executive Committee shall consist of the President, the President-Elect, the Secretary, the Treasurer, the Chair of the Land Committee, the Chair of the Violet Crown Trail Committee, the Chair of the Development Committee, and up to two other Directors to be named by the President as soon as feasible after the President takes office. The President shall act as Chair of the Executive Committee. The Executive Committee shall have and may exercise, when the Board of Directors is not in session, all of the authority and powers of the Board in regard to matters of urgency (as reasonably determined by the Executive Committee, under the applicable circumstances) and to those matters specifically designated to the Executive Committee by the Board. The Executive Committee reviews and may take action on recommendations from the Land Committee regarding the terms and conditions of land transactions. The Executive Committee may review draft policies and procedures before those policies and procedures are presented to the Board of Directors. The Executive Committee is responsible for supervising the Executive Director to further the mission of the organization. The Committee meets as needed.

**Development Committee**

The Development Committee works with staff to identify funding sources and helps solicit prospective donors when appropriate, and works with staff to create and implement multi-year and annual fundraising plans; coordinate campaign and annual major gift fundraising; cultivate and secure major gifts; and, recruit non-Board members to participate on the Committee. The Committee works with the Board to manage its participation in fundraising efforts. The Committee may recommend action items, including adoption of procedures and policies, to the Executive Committee and Board of Directors. The Committee meets quarterly.

**Land Committee**

The Land Committee works with staff during the due diligence phase of land projects and may make recommendations to the Executive Committee and the Board of Directors regarding execution of documents pertinent to the projects. The Committee is responsible for working with HCC staff and legal counsel to draft policies relevant to its work and to recommend adoption of those policies by the Executive Committee and Board of Directors. The Committee may recommend action items regarding land transactions to the Executive Committee and Board of Directors. This Committee meets bi-monthly.

**Violet Crown Trail Committee**

The Violet Crown Trail (VCT) Committee works with HCC staff and other VCT partners to guide the design, engineering, permitting, and construction of the trail. The Committee will keep the Executive Committee and Board of Directors apprised of key issues and status of the trail planning, routing and design; permitting; budgeting and construction timelines; trail amenities such as way-finding signs, kiosks and trailheads; operations, maintenance and stewardship; and, educational programs.

VCT Committee members will also help staff garner pro bono professional services and other resources, and support HCC's trail marketing, events, tours and fundraising efforts in coordination with staff and the Development Committee. The Committee meets quarterly, and may meet more regularly as needed.