

## **Northern Ohio Charitable Gift Planners (NOCGP)**

### Audit/Finance Committee

The role of the Audit/Finance Committee is to provide financial oversight for the organization. Its responsibility is to ensure the organization is operating with the financial resources it needs to provide programs and services. Specifically, the Committee will:

Ensure that accurate and complete financial records are maintained

- Monitor income and expenditures.
- Prepare and recommend the organization's annual budget for Board approval.
- Recommend financial policies to the Board, including ensuring adequate internal controls and maintaining financial records in accordance with standard accounting practices.

Ensure that accurate, timely, and meaningful financial statements are prepared and presented to the Board

- Present monthly financial statements to the Board.

Safeguard the organization's assets

- Monitor the organization's investment and investment accounts.
- Ensure that the organization has the proper risk-management provisions in place.

Help the board understand the organization's financial affairs

- Ensure that the board is well informed about the organization's finances.
- Educate the board about financial matters.

Ensure compliance with federal, state, and other requirements related to the organization's finances

- Ensure that the organization maintains adequate insurance coverage.
- Ensure that the IRS Form 990, taxes, filing fees, and any other forms required by government are filed completely, correctly, and timely.

### NOCGP Board Development Committee

The Board Development Committee shall: (a) meet with prospective Directors and recommend candidates for election and re-election to the Board; (b) identify individuals to serve as officers and nominate them for election by the Board; (c) implement recommendations of the Board regarding the overall composition of the Board to ensure members represent diverse viewpoints and skillsets ; (d) create and implement an orientation process for new Directors; (e) consult with the Chair of the Board regarding committee assignments for Directors; (f) consult with committee chairs regarding potential non-board committee members; (g) monitor the procedure by which Directors annually identify and report known and potential conflicts of interest; (h) from time to time, recommend to the Board amendments and revisions to NOCGP's Articles of Incorporation and Code of Regulations, both to conform with current law and to reflect current practices of NOCGP; and (i) develop and implement process for, and conduct, annual evaluations of individual Directors and the Board as a whole.

Membership of the Board Development Committee shall consist solely of members of the Board of Directors of the Northern Ohio Charitable Gift Planners (NOCGP) currently in office, and shall have no less than three members, one of which shall be the Immediate Past President of NOCGP.

### Marketing & Sponsorship Committee

The Marketing & Sponsorship Committee oversees the implementation, updating and implementation of NOCGP's website content, social media platforms, email, direct mail marketing, and other external communication. The goal of the Marketing Committee is to reach the Northern Ohio charitable giving community with a clear, consistent message of our mission: *Improving the quality and the quantity of philanthropic planning in northeast Ohio.*

The Marketing & Sponsorship Committee collaborates with the Planned Giving Day Committee to solicit sponsors to underwrite the expenses of the event and oversees event sponsorship recognition to ensure promised benefits are fulfilled.

The Marketing & Sponsorship Committee will also coordinate with other Committees, including Programming, Planned Giving Day, and Membership, to create communication plans and strategies as needed.

### Membership Committee

Through articulation of the membership benefits, the goal of the membership committee is to recruit a diverse network of professionals who work with donors, nonprofit organizations and foundations so that all facets of planned giving are represented. Potential members can include fundraisers (both internal and external facing), financial advisors and planners, attorneys, and accountants.

The Membership Committee is charged with defining the benefits of membership, recruiting new members (both local and national members), welcoming and orienting new members, assisting with membership renewal and retention, and engaging lapsed members.

### Program Committee

The Program Committee is responsible for planning, developing and executing informative and educational programs for the Council. The Committee will work with the Council's administrative service provider to coordinate marketing and logistics for the monthly programs including, but not limited to, securing facilities for meetings, overseeing arrangements for food, providing equipment for speakers, applying for continuing education credits, and assuring that hospitality for speakers is arranged.

The Committee is responsible for strategic thinking in considering possible program topics which have or have not been addressed recently and ensuring that programming appeals to professional advisors, charitable gift officers and individuals with various levels of planned giving expertise.