



The Executive Committee of the Iowa Conservation Education Coalition (ICEC) administers three standing committees to ensure the effectiveness of the organization and its ability to work toward strategic goals.

Composition and Term of Service

ICEC committees consist of 2 to 10 members, chaired by one Executive Committee (ExCom) member. Committee chairs provide committee reports and recommendations for review at Executive Committee at quarterly meetings. All committee members must be in good standing with ICEC. Committee members serve one year terms, without any limits on number of terms. ExCom members participate in at least one standing committee per year.

Committees are diverse teams of individuals who reside across the State of Iowa and represent the community served by ICEC. Committee members share a commitment to leading and enhancing the work of the Iowa Conservation Education Coalition.

Meeting Schedule and Mandatory Attendance

Committees meet quarterly, prior to quarterly Executive Committee meetings which are typically held the second week of January, April, July, and October. Attendance at the four quarterly committee meetings is mandatory. Members unable to attend three consecutive meetings will be asked to resign from the committee. Meetings are held via Zoom video conferencing. Committee members may choose to meet in person (recommended at least once per year).

Key Committee Member Responsibilities

- 1) Participate actively by:
 - Attending committee meetings and special events.
 - Staying informed about what's going on in the organization, including reviewing newsletters, agendas, and supporting materials prior to meetings.
 - Working with staff and other committee members as partners towards ICEC goal achievement.
- 2) Maintain the legal and ethical integrity of ICEC by:
 - Acting in the best interests of the organization, instead of themselves or their employers by recusing themselves from discussions and votes where there is a conflict of interest.
 - Following all ICEC policies, including financial policies.
 - Making knowledgeable decisions about all committee matters.

Committee Descriptions

Finance Committee. The Finance Committee primarily provides financial oversight for ICEC, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. Although the Executive Committee carries fiduciary responsibility for the organization, the Finance Committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented and followed by staff. The Committee should also play a role in determining and updating bank account signatories as well as overseeing all legal and governmental filing deadlines are met.

The chair of the Finance Committee is ICEC's Treasurer.

Responsibilities include:

- 1) Oversee financial planning.
 - a) Develop an annual operating budget with staff.
 - b) Approve the budget within the finance committee.
 - c) Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
 - d) Set long-term financial goals along with funding strategies to achieve them.
 - e) Present all financial goals and proposals to the Executive Committee for approval.
- 2) Oversee financial record keeping.
- 3) Help ExCom understand ICEC's financial health.
- 4) Monitor that adequate funds are available for planned budgeted activities.
 - a) Monitor adherence to the budget.
 - b) Anticipate potential financial problems.
- 5) Create, approve, and update (as necessary) policies that help ensure the assets of ICEC are protected.
 - a) Draft policies that deal with acceptable reserves, ExCom's involvement in signing for major purchases or financial commitments, and appropriate use of ExCom-designated funds.
 - b) Ensure policies and procedures for financial transactions are documented, reviewed annually, and updated as necessary.
 - c) Ensure approved financial policies and procedures are being followed.
- 6) Ensure all legal reporting requirements are met.
- 7) Sustain the Finance Committee itself.
 - a) Reserve time to identify and recruit ExCom and Committee members that are financially savvy.

A fully engaged Finance Committee ensures ICEC is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and long-term.

Fundraising Committee. The Fundraising Committee sets the vision for and manages the overall fundraising strategy of ICEC. Fundraising is conducted by all of the Executive Committee with support from staff, but the Fundraising Committee ensures it is done *well*. The Committee partners with staff and the Executive Committee to nurture a donor-centered culture throughout the organization to assure all donors of time and money are respected and appreciated.

The chair is determined by the Committee annually.

Responsibilities include:

- 1) Work with staff to develop a fundraising plan.
 - a) Establish short and long-term fundraising goals.
 - b) Set priorities for fundraising efforts.
 - c) Evaluate plans and strategies.
 - d) Assess progress toward meeting those goals.
 - e) Report outcomes to ExCom.
- 2) Demonstrate leadership in solicitation of gifts and recruitment of members.
 - a) Partner with staff to identify, research, and solicit funds from external sources of support, including but not limited to foundations, corporations, community organizations, and individuals.
 - b) Involve and cultivate major gift prospects.
 - c) Invite friends, colleagues, and/or others to ICEC events.
 - d) Write letters and make calls to prospective funders.
 - e) Accompany staff on major donor or foundation site visits.
 - f) Evaluate the potential of prospects for increased levels of contributions.
- 3) Support ICEC through planning and implementing fundraising events and campaigns.
 - a) Review options and make recommendations to ExCom on using events and campaigns to meet fundraising and public relations goals.
 - b) Assign ExCom fundraising tasks in coordination with ExCom Chair.
- 4) Encourage participation by the full ExCom in fundraising efforts.
 - a) Arrange for ExCom training in fundraising, development, and the design of a donor-centered organization.
 - b) Help ExCom articulate the case for support directed at specific audiences.
 - c) Provide peer-to-peer accountability to ensure that ExCom members are fulfilling their fundraising obligation.
 - d) Arrange annual ExCom Thank-a-Thon for current donors and members.
- 5) Examine development trends and analyze their implications for the future to engage ExCom in a strategic dialogue.
- 6) Sustain the Fundraising Committee itself.
 - a) Reserve time to identify and recruit community leaders to serve with ExCom members on the Committee.

Governance Committee. The Governance Committee is the most important committee of nonprofit leadership. Its chief responsibilities are to recruit new members for the Executive Committee, measure the quality of performance of ExCom as a whole and of individual ExCom members, engage and involve ExCom members, and ensure ExCom members are equipped with proper tools to carry out responsibilities. The Governance Committee also plans for leadership succession and monitors effectiveness of ICEC policies and processes.

The chair of the Governance Committee is elected by ExCom annually. The committee may be composed solely of ExCom members, or members may be specially invited by ExCom to join the committee. The committee will consist of 2-7 members, not to exceed half the size of ExCom.

Responsibilities include:

- 1) Perform an annual assessment of each ExCom member and ExCom as a whole.
 - a) Distribute self-assessment and overall ExCom assessment to each ExCom member.
 - b) Evaluate results and make recommendations to ExCom leadership.
 - c) Develop plans and engage ExCom to address issues identified.
- 2) Design and execute an intentional process to recruit and retain ExCom members to help achieve ICEC's mission.
 - a) Analyze ExCom's current composition and upcoming needs.
 - b) Consult ExCom and ICEC leadership for ExCom candidate suggestions and engage in candidate recruitment.
 - c) Identify, cultivate, and screen ExCom candidates.
 - d) Ensure the composition of ExCom reflects the demographics of the community ICEC serves and provides the particular talents needed to accomplish the strategic plan.
 - e) Nominate future ExCom leaders.
 - f) Recommend to ExCom leadership promotions, thanks, and releases of ExCom members as appropriate.
- 3) Oversee annual ExCom election process, including nominations, voting, and orientation.
- 4) Plan educational and development opportunities and trainings for ExCom members, with the goal of bridging knowledge gaps.
- 5) Develop, evaluate, and monitor governance structures and processes.
 - a) Develop policies and processes for ExCom function and oversight and monitor their effectiveness.
 - b) Develop and update as necessary an ExCom description, criteria of service, and contract.
 - c) Regularly review and revise as necessary committee descriptions, policies, and processes.
 - d) Conduct regular examinations of ICEC Bylaws and Policies and Procedures.

An effective Governance Committee ensures an effective Executive Committee, which in turn leads to a more functional and efficient organization.