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| **Committee** | **Meetings per year** | **Work** | **Composition** |
| Board |  | 1. Responsible for strategic direction and oversight of program2. Ensure overall quality and impact of program |  |
| Executive  |  | 1. Continuity between board meetings2. Coordinate between committee chairs |  |
| Governance and Nominating  |  | 1. Engage full board2. Communicate board member expectations and accountability3. Cultivate and recruit diverse board and committee members4. Coordinate board orientation and educationReview board policies and structure |  |
| Finance |  | 1. Oversee the financial stability of the affiliate2. Prepare affiliate’s budget3. Work with outside firm for tax filings and audit4. Oversee accounts payable and accounts receivable, balance sheets and financial documents |  |
| Fundraising  |  | 1. Coordinate and arrange fundraising events2. Engage full board in identifying and cultivating donors |  |
| Scholarship Committee |  | 1. Oversee scholarship application process2. Evaluate scholarship applications 3. Assign scholarships awards4. Select scholarship winners5. Oversee distribution of scholarships to new winners6. Oversee distribution of renewal awards |  |
| Mentor/Alumni |  | 1. Recruit mentor firms2. Make sure each team has the necessary mentors3. Oversee mentor recruitment events4. Organize mentor training sessions5. Maintain contact with ACE alum6. Conduct alum events   |  |
| Communications |  | 1. Develop and execute a PR plan2. Develop an “elevator speech” for board members3. Coordinate community outreach4. Prepare and issue press releases5. Engage board members to help in outreach |  |

**ACE Mentor Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board of Directors Committees**