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| **Committee** | **Meetings per year** | **Work** | **Composition** |
| Board |  | 1. Responsible for strategic direction and oversight of program  2. Ensure overall quality and impact of program |  |
| Executive |  | 1. Continuity between board meetings  2. Coordinate between committee chairs |  |
| Governance and Nominating |  | 1. Engage full board  2. Communicate board member expectations and accountability  3. Cultivate and recruit diverse board and committee members  4. Coordinate board orientation and education  Review board policies and structure |  |
| Finance |  | 1. Oversee the financial stability of the affiliate  2. Prepare affiliate’s budget  3. Work with outside firm for tax filings and audit  4. Oversee accounts payable and accounts receivable, balance sheets and financial documents |  |
| Fundraising |  | 1. Coordinate and arrange fundraising events  2. Engage full board in identifying and cultivating donors |  |
| Scholarship Committee |  | 1. Oversee scholarship application process  2. Evaluate scholarship applications  3. Assign scholarships awards  4. Select scholarship winners  5. Oversee distribution of scholarships to new winners  6. Oversee distribution of renewal awards |  |
| Mentor/Alumni |  | 1. Recruit mentor firms  2. Make sure each team has the necessary mentors  3. Oversee mentor recruitment events  4. Organize mentor training sessions  5. Maintain contact with ACE alum  6. Conduct alum events |  |
| Communications |  | 1. Develop and execute a PR plan  2. Develop an “elevator speech” for board members  3. Coordinate community outreach  4. Prepare and issue press releases  5. Engage board members to help in outreach |  |

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

**Board of Directors Committees**