

**JFS Orlando
Board Committees 2018**

Board of Directors

The Board of Directors is comprised of the elected members and has the responsibility of governance of Jewish Family Services including development and approval of all policies and procedures.

In the absence of a personnel committee, the Board may function in that role.

Chair: Agency President. Staff: Executive Director

Executive

The Executive Committee is comprised of the officers and the immediate past President of the Board. The Executive Committee serves as advisors to the President, acts on such items as are referred to it by the Board of Directors, carry out the work and act for the Board between meetings or in emergency situations when a Board meeting cannot take place.

Determines policies and procedures for the Agency.

In the absence of management, personnel, strategic planning and legal committees, the Executive Committee may function in those roles.

Chair: Agency President. Staff: Executive Director

Budget and Finance Committee

The Budget and Finance Committee reviews budgets initially prepared by staff, to help develop appropriate procedures for budget preparations and on a consistency between the budget and the organization's plans.

The committee reports to the board any financial irregularities, concerns, opportunities, recommends financial guidelines to the board, works with staff to design financial reports and ensure that reports are accurate and timely, oversees investments, recommends the selection of the auditor and work with the auditor, and reports the annual audit to the Board.

Committee Chair: JFS Treasurer. Primary Staff: Finance Manager

Development and Marketing Committee

The Development and Marketing Committee designs and oversees JFS Orlando's overall fundraising function. To accomplish this, the committee works with staff to establish the annual fundraising plan that incorporates a series of appropriate vehicles to reach its goals. The committee is responsible for involvement of all board members in fundraising, monitors fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

The Committee also promotes activities and strategies that are designed to spread the message of JFS Orlando, as well as to solicit donations and call for volunteers. This includes the creation of logos, slogans and copy, management of the JFS Orlando website, design of e-newsletters and the development of a media campaign to expose the organization to an outside audience. An annual marketing campaign will be designed in conjunction with all other JFS Orlando programs and services.

Subcommittees of the Development Committee include:

- 1. Annual Gala Committee – Plans and implements the annual Gala. Responsible to recommend (to the Board) the recipient of the annual George Wolly Leadership Award.*
- 2. A Taste for Giving – Plans and implements this annual event, highlighting JFS' efforts in alleviating hunger and in support of the Pearlman Food Pantry.*
- 3. Major Gifts Committee – Plans for and solicits annual gifts of \$5,000.00 and more.*
- 4. Life & Legacy Committee – Works with local and TOP Jewish Foundation professionals to identify and solicit estate and endowment gifts to JFS.*

Primary Staff: Development Director

Program Services Committee

The Program Services Committee is comprised of board and non board members who are most familiar with the operations of JFS' programs. The committee's responsibilities are to monitor and assess existing programs; to initiate and guide program evaluations, to facilitate discussions about program priorities for the agency and to oversee new program development. Also the committee is responsible to review JFS Orlando Policies and Procedures.

Primary Staff: Director of Programs