

## BOARD COMMITTEE CHARGES

### Standing Committees:

#### Executive Committee

Comprised of the officers of AH and standing committee chairs. Acts on any matters that require attention between scheduled board meetings. Oversees strategic planning and general fiscal administration of AH. Reviews the work of standing and ad hoc committees. Makes recommendations to the board regarding personnel policies and Executive Director oversight and management.

#### Board Governance Committee

Develops an integrated strategy for long-range board development, including Board member expectations, criteria for service, recruitment process, orientation and ongoing leadership development. Recommends members to the board for election. Recommends a slate of officers to the board for election.

#### Finance and Audit

Assists the Board of Directors in fulfilling its oversight responsibilities. Maintains system of financial internal controls and reporting. Ensures integrity and transparency of AH's financial statements. Maintains compliance with legal and regulatory requirements, and policies related to risk assessment and risk management. Assesses the auditor's qualifications, independence, and performance. Oversees AH's investment strategies and policies, and the continuing education of Board members regarding financial literacy.

#### Development and Advocacy

Oversees the Board's defined role in fundraising. Develops and implements a development plan for financial sustainability that includes a diverse funding base and 100% participation in board giving. Assists in identifying and soliciting funds from external sources of support, with emphasis on generating a strong continuous base of individual giving. Provides counsel and support to the Executive Director in the formulation of a long-term, comprehensive cultivation and fundraising strategy. Represents Arizona Humanities to the community, and promotes the organization's mission and reputation through strategic communications with the public, state and federal legislators, press and other media.

#### Grants Review

Reviews Project Grant applications and makes award recommendations to the Board. Develops and advises grantees on AH grant-making practices and procedures, and supports staff in implementation of policies.

### Ad Hoc Committees:

#### Awards

Meets annually to review applications for and identify recipients of the Dan Shilling Public Humanities Scholar Award, Juliana Yoder Friend of the Humanities Award, and Humanities Rising Star Award.

#### Ellis-Shackelford House

Meets as needed to assist the AH staff in administration of the Ellis-Shackelford House in furtherance of AH's mission, and to provide a safe and secure facility for operations.