

STEP Board of Directors Executive Committee Charter

Purpose

The executive committee is composed of the board officers. This smaller group often has communication with STEP leadership between meetings to address pressing issues that need to be resolved or approved outside of regularly scheduled meetings.

Composition

The Executive Committee is composed of:

- Board officers: Chairperson, Vice Chairperson, Secretary, and Treasurer

As appropriate, the committee may also invite the following to meetings:

- STEP staff
- Other board members or members of the public as appropriate to complement areas of knowledge for specific issues

Responsibilities

Specific responsibilities of the Executive Committee include the following:

- Provide strategic direction and facilitate decision making for urgent or crisis situations in between full board meetings
- Serve as a smaller sounding board for the President & CEO
- Provide a full report of activities at the next regular board meeting

Time Commitment

Membership on the Executive Committee requires approximately three to five hours of meeting time per program year (July 1 – June 30) in addition to any preparation or research undertaken by the member.

STEP Board of Directors Personnel Committee Charter

Purpose

The Personnel Committee evaluates the President & CEO's job performance and recommends to the board the President & CEO's compensation. Additionally, when it is necessary to search for and hire a new President & CEO, the Personnel Committee will begin the process, forming a separate President & CEO Transition Committee if needed.

Composition

The Personnel Committee is composed of:

- Approximately two to five board members

As appropriate, the committee will also involve the participation of:

- President & CEO
- CFO (in relation to the chief executive's yearly compensation package)
- CHRO (in relation to any personnel matters)

Responsibilities

Specific responsibilities of the Personnel Committee include the following:

- Determining the format of the President & CEO evaluation
- Completing the annual review and providing it to the President & CEO, with non-confidential action items approved outside of the executive session
- Setting the compensation of the President & CEO
- Working with STEP HR to ensure personnel policies are adhered to in relation to President & CEO
- Overseeing the process of hiring a new chief executive if necessary
- Federal Office of Community Service Organizational Standards, administered by PA Department of Community & Economic Development: 4.5, 7.4, 7.5

Time Commitment

Membership on the Personnel Committee requires approximately six hours of meeting time per program year (July 1 – June 30) in addition to any preparation or research undertaken by the member. Additional time will be required for a new President & CEO hire.

STEP Board of Directors

Finance/Audit Committee Charter

Purpose

The purpose of the Finance/Audit Committee is strategically oversee the agency's annual global budget and ensure audit compliance.

Composition

The Finance/Audit Committee is composed of:

- STEP CFO and other appropriate accounting staff
- At least three board members, including at least one member with a fiscal background

Responsibilities

Specific responsibilities of the Finance/Audit Committee include the following:

- Assess the adequacy of STEP's financial resources including performance, liquidity, and general financial condition of the agency
- Strategically plan for long-range sustainability
- Meet with the auditor before, during, and after the audit process as necessary
- Review all completed audits
- Work with management on any corrective actions required as a result of the audit process
- Assess internal controls and compliance with grant requirements
- Assist STEP Administration with the selection of the agency's auditor
- Federal Office of Community Service Organizational Standards, administered by PA Department of Community & Economic Development: 8.1, 8.2, 8.3, 8.4, 8.5, 8.12

Time Commitment

Membership on the Finance/Audit Committee requires approximately six hours of meeting time per program year (July 1 – June 30) in addition to any preparation or research undertaken by the member. Much of this time will be centered around the audit process (November to February) and the global budget approval (March through June).

STEP Board of Directors

Board Governance Committee Charter

Purpose

The purpose of the Board Governance Committee is to ensure that STEP's board is structured and functioning in accordance with all CSBG standards and operating effectively to maximize STEP's impact in the community.

Composition

The Board Governance Committee is composed of:

- STEP President & CEO
- Four to seven board members

As appropriate, the committee will also contain:

- Other STEP staff
- Community members from outside the Board of Directors

Responsibilities

Specific responsibilities of the Board Governance Committee include the following:

- Develop process for board self-assessment
- Set committee meeting schedule
- Annually develop slate of candidates and officers for recommendation to Board of Directors
- Review board attendance reports at least once per year and make a recommendation to the Executive Committee in accordance with STEP's Bylaws
- Recruit and evaluate potential board members
- Oversee transition planning for board seats
- Develop and administer low-income board member democratic selection processes
- Recommend members for public and private sector seats
- Ensure vacancies can be filled promptly
- Provide full and timely reports to the full Board of Directors of the committee's activities together with conclusions and recommendations
- Federal Office of Community Service Organizational Standards, administered by PA Department of Community & Economic Development: 5.1, 5.2

Time Commitment

Membership on the Board Governance Committee requires approximately six hours of meeting time per program year (July 1 – June 30) in addition to any preparation or research undertaken by the member. Additionally, committee members may meet with potential board members.

STEP Board of Directors

Endowment Fundraising Committee Charter

Purpose

The purpose of the Endowment Fundraising Committee is to open doors, positively influence potential donors, solicit donations, plan event(s), and otherwise monitor and guide STEP's fundraising initiatives. This committee will guide the strategy, long term development, and goals for STEP's endowments. The Endowment Fundraising Committee will also be at the center of planning for milestone year activities.

Composition

The Endowment Fundraising Committee is composed of:

- STEP President & CEO
- Four to seven board members
- Other STEP staff
- Community members from outside the Board of Directors with complimentary abilities including but not limited to public relations, event planning, fundraising campaigns, etc.

Responsibilities

Specific responsibilities of the Endowment Fundraising Committee include the following:

- Assist in fundraising campaigns and analyzing results
- Encourage board member participation in fundraising efforts
- Assist the organization in communicating activities and results to the community through public relations efforts
- Assist in developing organization and individual contacts for STEP solicitation
- Personally solicit organizations and individuals for donations/sponsorships
- Identify needs to be met through fundraising
- Federal Office of Community Service Organizational Standards, administered by PA Department of Community & Economic Development: 2.3, 2.4

Time Commitment

Membership on the Endowment Fundraising Committee requires approximately six hours of meeting time per program year (July 1 – June 30) in non-milestone years and will require monthly to bi-monthly meetings during milestone years, as well as time spent outside of meetings with potential donors.