



Dane County Humane Society

Board of Directors Procedure

Committee Structure and Conduct Policy

Last Updated: May 18, 2011

Purpose

The purpose of the Committee Structure and Conduct Policy is to provide procedures that will govern committees created by the Dane County Humane Society (DCHS) Board, as to how they are formed and will function to support the mission and vision of the organization.

Definitions

Standing Committee

A Standing Committee is a permanent committee that provides continual support to the Board. They include:

- Financial Committee
- Development Committee
- Board Operations Committee
- Legislative Committee

Ad hoc Committees

An Ad hoc Committee is formed as needed to achieve a specific goal as defined by the Board. Once the committee's objectives have been met, it is expected that the group will disband. Due to its temporary nature, a charter is not required for this type of committee.

Functional Guidelines

Creation

The creation of a new committee needs to be approved by the Board. Once approved and formed, the committee members are responsible for developing a charter and objectives that will define the purpose of the committee. The committee's purpose must reflect the current vision and mission of the DCHS organization.

Structure

In order for a committee to work effectively it will at minimum have three active members and up to any number of members as defined by each committee. While the composition of a committee can be diverse, including Board members, DCHS staff and volunteers, as well as DCHS members and non-DCHS members, at least one member must be a DCHS Board Director.

Chairman: This position is responsible for overseeing the committee and ensuring it meets its obligations.

Co-Chairman: If filled, this optional position would support the chairman and share the chairman's responsibilities.

Members: As committee members, these volunteers are expected to contribute regularly to further the committee's objectives.

Member Selection

Each committee is responsible for selecting and managing its members. More often than not, new committee members will be invited to join; although an interested individual can also request to become a member of a specific committee. Regardless of how a person becomes a candidate, they will be vetted in the same manner, following a similar process that is used to evaluate new Board nominees. All committee members will review and discuss the candidate's qualifications. If the group determines the candidate's skills and experiences match the needs of the committee, the Chair will extend an invitation to the individual directly or delegate that responsibility to another member.

In situations in which a candidate is turned down, they can request to meet with the Committee Chair to make their case and discuss appealing the decision. If the candidate is not satisfied with the outcome of this meeting, they can request an audience with the Board to listen to their grievances. The Board will re-evaluate the candidate's qualifications, consult with the committee chair and make a final decision.

Roles and Responsibilities

Roles

Committees: Committees are created with the primary purpose to serve the Board. They are sub-groups that function as an extension of Board by taking on tasks and projects that further the Board's goals. Most of the time, committees will identify their own objectives through their charters, however if needed the Board can delegate specific tasks. Once a committee's charter is approved by the Board, the committee is responsible for developing an action plan on how it will achieve the objectives outlined in its charter. In addition, the committee will be expected to evaluate its own progress and report back to the Board routinely on the status of their plan.

The intention of establishing committees is to redistribute the Board's workload amongst a larger working body, and thus enabling it to increase its productivity because its members are freed up to spend more time strategizing and addressing higher level challenges.

Board: Committees are created by the Board to serve the Board, and hence the Board is responsible for overseeing the committees. If a committee is not adequately monitoring itself for effectiveness or progression on its action agenda, the Board can request that the committee make changes to improve the group's effectiveness. Requests for change can include asking specific volunteers to step down, adding new members, modifying the committee charter, replacing the current chairman or co-chairman or breaking out a sub-committee.

Committee Responsibilities

- Evaluate the committee's current goals and objectives annually as outlined in the committee charter to ensure they are still relevant and align with DCHS' mission and vision, and if needed update them and/or carry them over to the next year's plan.
- Upon completion of previous goals/objectives, identify and create new ones to be added to the charter's annual action plan.
- Provide progress reports to members prior to the Board's monthly meetings. These reports will summarize the committee's accomplishments, challenges and progress on their objectives.
- Take on tasks assigned by the Board.
- Based on the committee's work and research, provide recommendations that can assist the Board with making decisions.
- Self assess the committee's progress and effectiveness.

Board Responsibilities

- Routinely evaluate the effectiveness of the committees. If a committee is not productive, make recommendations for improvements.
- Bring motions up during the Board meetings in order to approve or disapprove committee recommendations.
- Give significant consideration to committee recommendations when making decisions or taking desired actions (e.g. approving a project's funding).
- Assign projects and tasks to the committees as needed.
- Disband ad hoc committees when their work has been completed.