

## **ZERO8HUNDRED, INC.**

### **BOARD SUBCOMMITTEE MEMBERS' RESPONSIBILITIES**

At **zero8hundred**, we provide a one-stop resource hub to transitioning service members, recent veterans and their spouses (including Gold Star spouses) to help them navigate through and connect to the local non-profits and community agencies who can best support all their specific post-service needs - eliminating the necessity to figure out their transition plan on their own. **zero8hundred** offers this free individualized 1:1 resource navigation support up to 9 months pre-separation until 12 months post-service. The **zero8hundred** team are trained resource counselors, with lived military experience themselves and are committed to walking alongside **zero8hundred** program participants to help them design and execute their most successful post-service journey. **zero8hundred** also serves, in the same capacity, those Reservists, California National Guardsmen, and their spouses transitioning to, through and post deployment. The **zero8hundred** name illustrates the promise that comes with a brand-new day and captures our communities' resolve that it is time for a bold new approach to the transition experience.

The Board of Directors of **zero8hundred** champions the integrity of the organization, its mission, standing and reputation. Further, the Board holds in trust the organization's future as well as its present; the collective judgment of the Board will affect it as an institution of service to the community.

The Board of Directors **zero8hundred** is an active Board. Therefore, every member of the Board is expected to make a concrete, substantial and measurable contribution to the organization. This includes participation in at least one of three subcommittees: Finance, Development and Executive. In addition to Board member participation, non-Board members are encouraged to apply to participate especially those with financial expertise (for the Finance/Audit subcommittee) and/or development/fundraising expertise (for the Philanthropy/Development subcommittee). Non-Board members are not permitted to participate on the Executive subcommittee since its primary task is organizational governance.

#### **Individual Board Subcommittee Member Responsibilities**

In order to carry out the general board subcommittee responsibilities, individual applicants agree to perform the following specific duties as part of their acceptance of a position on the subcommittee:

- Attend and substantively participate in at least  $\frac{3}{4}$  of scheduled subcommittee meetings each year
- Participate actively on the subcommittee providing insight, engagement and follow-up on activities related to the subcommittee's goals
- Make the organization a top charitable organization priority – openly discussing its impact on the community among personal and professional circles of influence.

## **Finance/Audit Subcommittee**

The role of the finance/audit subcommittee is primarily to provide financial oversight for the organization. Included on this subcommittee are Board members and non-board members with financial expertise. Typical task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities include:

### **Budgeting and Financial Planning**

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance subcommittee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the board of directors for approval.

### **Reporting**

1. Work with CEO to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
2. Present the financial reports to the full board.

### **Internal Controls and Accountability Policies**

1. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.

Although the entire board carries fiduciary responsibility for the organization, the finance subcommittee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff.

### **Audit Responsibilities**

1. Recruit and select the auditor.
2. Review the draft audit and 990 as presented by the auditor.
3. Present the audit report to the full board of directors (if the auditor does not do this).
4. Review the management recommendation letter (SAS112) from the auditor and ensure follow up on any issues mentioned.

### **Role of the Chair**

The finance subcommittee chair is most often the board treasurer. As chair of the finance subcommittee, the board treasurer makes sure the subcommittee does its job. Specific duties of the chair include:

1. Serving as the principal liaison between the subcommittee and the full board,
2. Working with the CEO to set an agenda for each subcommittee meeting,
3. Notifying members about the meeting,
4. Ensuring handouts and reports are prepared and sent to subcommittee members in advance.

The treasurer or finance subcommittee chair does not always have to be a professional “numbers” person but good judgment, logic, and a commitment to accountability and the long-term financial stability of the organization are vital traits. A good treasurer or finance subcommittee chair will have, or quickly develop, an understanding of nonprofit financial reporting and the IRS 990.

## **Philanthropy/Development Subcommittee**

The role of the philanthropy/development subcommittee is primarily to develop and help execute a comprehensive fund development plan that includes a mix of strategies. This subcommittee helps the Board carry out its due diligence function related to assuring fiscal health through philanthropy and fund development. It partners with staff to institutionalize the philanthropic process within the Board and its individual members, assuring a donor-centered organization. Included on this subcommittee are Board members and non-board members with development expertise. An outline of responsibilities include:

### **Fund Development**

1. Develop a long-range fund development plan with a mix of strategies including revenue goals and action plans.
2. Develop the case for philanthropic support of the organization to be used in outward facing communication efforts.
3. Devise and recommend fund development policies and practices to the CEO and Board of Directors for action.
  - Monitor and track progress on the fund development plan.
  - Participate in problem solving to address lags in achievement of objectives and targets.
4. Assure that the Board and individual board members are adequately educated about the basic principles and best practices in fund development, including the design of a donor-centered organization.
5. Partner with the Executive subcommittee to assure appropriate articulation of roles and performance expectations in fund development.
6. Monitor and provide personal follow-up and coaching with Board members to support their participation and achievement of their specific assignments and targets.
7. Assure that all donors are respected and recognized in a timely manner.
8. Assess fund development results and return on investment (ROI).

### **Role of the Chair**

As chair of the philanthropy/development subcommittee, the chair makes sure the subcommittee does its job. Specific duties of the chair include:

1. Represent the subcommittee at events.
2. Lead Philanthropy/Development subcommittee meetings.
3. Monitor the implementation of the fund development plan and work with the CEO and members to resolve challenges.
4. Prepare Philanthropy/Development subcommittee reports for the Board.

**ZERO8HUNDRED, INC.**  
**BOARD SUBCOMMITTEE MEMBER APPLICATION FORM**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_

Specifically relevant experience and/or employment (attach most current resume) \_\_\_\_\_

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Why are you interested in serving our organization? \_\_\_\_\_

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Specific area(s) of expertise/contribution you feel you can make \_\_\_\_\_

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Other volunteer commitments (please list names of organizations) \_\_\_\_\_

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Past/current Board experiences (please list names of organizations) \_\_\_\_\_

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Signature: \_\_\_\_\_

Please return completed form to: Stephanie Kiesel, CEO [skiesel@zero8hundred.org](mailto:skiesel@zero8hundred.org)