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Hope Community Services (HCS) mission is to create lasting solutions for children and families by providing innovative programs to foster safe and healthy communities within Arizona.

***Summary:***

HCS is governed by a local, volunteer board of directors. The Board of Directors is vital to the success of our organization. HCS board members are passionate about the mission and are committed to making a difference in a child's life.

**Board Committees**

***Executive Committee:***

- A. The Executive Committee of the Board of Directors shall be a committee consisting of the Chair of the Board of Directors, the Vice-Chair, the Secretary, Treasurer and a member at large elected annually by the Board.
- B. The Executive Committee shall meet whenever necessary to consider important matters pertaining to the corporation prior to their presentation to the Board.
- C. A quorum of the Executive Committee shall be three members of the committee, and action may be taken by the committee upon the approval of a minimum of three of the members at any meeting at which a quorum is present.
- D. The Chair of the Board of Directors shall be the Chair of the Executive Committee, and in his/her absence, the Vice-Chair, the Treasurer and the Secretary in the order named shall be Chair of the Committee.
- E. Executive Committee Roles and Responsibilities:
  1. Leads the Board in regular reviews and updates of the Board's statement of its roles and areas of responsibility, and what is expected of individual members.
  2. Assists the Board in periodic updates and clarifications of primary areas of focus for the Board, and helps shape the Board's agenda for the next year or two, based on the Strategic plan.
  3. Takes the lead succession planning, taking steps to recruit and prepare for future board leadership.
  4. Make recommendations to the Board of Directors from time to time as it may feel to be in the best interest and welfare of the corporation.
  5. Initiates periodic assessment of the Board's performance.
  6. Proposes, as appropriate, changes in board structure and operations.

***Finance Committee:***

- A. The Finance Committee is responsible for overseeing the finances of the corporation.
- B. The Board Treasurer shall chair the Finance Committee.
- C. The Finance Committee consists of the Chair plus a minimum of one (1) other member, which may be a Board member or approved by the Board.

- D. The finance Committee has the following roles and responsibilities:
1. Reviews budgets and financial statements.
  2. Makes recommendations to the Board on financial matters.
  3. Assures reporting is accurate and timely to all agencies involved.
  4. Review the budget for the next fiscal year and present it to the Board for approval at a regular meeting of the Board to be held no later than thirty (30) days prior to the start of the fiscal year.
  5. Review the annual audit.

***Governance Committee:***

- A. The Governance Committee shall consist of five (5) members elected annually, by majority vote of the Board of Directors.
- B. The Governance Chair shall be selected, by majority vote of the committee members.
- C. An election of Officers shall be held at the annual meeting.
- D. The Governance Committee shall have the following roles and responsibilities:
1. Develops a slate of Officers to be presented to the Board in writing at least ten days prior to the annual meeting.
  2. Upon notification of the Board Secretary, make recommendations to the Board for replacements of any vacancies at any time.
  3. Performs the following in identifying board composition:
    - i. Leads in the assessment of current and anticipated needs related to board composition that reflects the diversity of those the Center serves.
    - ii. Determines the knowledge, attributes, skills, abilities, influence, and access to resources the Board will need to consider in order to accomplish future work of the board.
    - iii. Determines suitable candidates that reflect the diversity of the Center for board positions as they become available.
    - iv. Develops a profile of the board, as it should evolve over time.
    - v. Identifies potential board member candidates and explores their interest in availability for board service.
    - vi. Nominates individuals to be elected as members of the board.
    - vii. In cooperation with the Board Chair, contacts each Board Member to assess his or her continued interest in Board Membership and term of service and works with each Board Member to identify the appropriate role he or she might assume on behalf of the organization.
  4. Supports the expansion of Board Knowledge:
    - i. Designs and oversees a process of board orientation.
    - ii. Designs and implements an ongoing program of board information and education.
    - iii. Arranges training for the Board, at least annually.

***Development Committee:***

- A. The Development Committee shall consist of three (3) members elected annually, by majority vote of the Board of Directors.
- B. The Development Chair shall be selected, by majority vote of the committee members.
- C. The Development Committee shall have the following roles and responsibilities:
1. Increasing exposure and awareness of the corporation.
  2. Diversifying and expanding both small and large contributors.
  3. Identifying and implementing fundraising efforts and public relations.