**XXXX ORGANIZATION**

**POLICY ON STANDING COMMITTEES**

**Adopted by the Board on 11/19/09**

**Amended by the Board on 4/26/12**

Standing Committees are comprised primarily of board members. Except for the

Executive Committee, they are encouraged to add non-board members where needed in order to get their work done. The Executive Director is de facto a member of each committee and may choose to attend/participate as need and time permit. Committees meet as needed and will keep the board informed of their activities.

Standing Committees are designated in the by-laws. All other committees are created as needed, provided their authority by the President, and terminated as needed.

**Executive Committee (**Board officers + Past President)

This committee meets and makes decisions on behalf of the GCA as needed between board meetings. Its minutes will be kept and made available to the Board and its actions ratified by the Board at its next meeting. It serves as the personnel committee and as the finance committee.

**Finance Committee**

 This committee’s functions may be assumed by the Executive Committee.

**Audit Committee**

 This committee selects the auditor and monitors the auditor’s work.

 It reports to the Executive Committee or the Board, whichever meets

next. Current policy is to have at least a financial review or, preferably, a full audit every other year. Consistent with Sarbanes-Oxley:

* no member of the finance committee , the treasurer, the Executive Director, or any contracted bookkeeper may serve on this committee, and
* at least one non-board member shall serve on this committee.

**Nominating Committee**

 This committee first determines the kind of board members who are needed

for the upcoming year, guided by the strategic plan. It makes recommendations for a slate of members to be elected by the board at the December annual meeting. It makes recommendations for board officers. It reports to the Executive Committee or the board, whichever meets next.

D-3