

Shinzen Friendship Garden, Inc. Committee Descriptions & Duties

Revised 1/11/2023

STANDING COMMITTEES GENERAL ROLE AND DUTIES:

Executive Committee: The Executive Committee shall be a “standing committee of the board” subject to all the rules applicable to “committees of the board” described in this article.

The Executive Committee shall consist of the elected officers of the corporation - Chairperson, Vice-Chairperson, Secretary, and Treasurer - and may include up to three other directors appointed by the Chairperson.

The Executive Committee shall have the authority of the Board between Board meetings to make decisions and take actions relative to the operation of the corporation. The Executive Committee shall report any decisions made or actions taken at each meeting of the full Board. The Executive Committee may also develop policies for Board approval and may review and recommend to the Board changes to the bylaws and to other operating policies.

Without diluting the general authority granted to the Executive Committee by this provision, the Executive Committee shall oversee and have final decision-making authority with respect to personnel matters.

Nominating Committee: Appointed by the Board President in June of the calendar year. The Nominating Committee reviews Board openings, identifies and meets with prospective new Board members, presenting to them the role and duties of Board members, a copy of the budget, annual calendar of events, and the description and functions of Board Committees.

The Committee recommends to the Executive Committee the list of names to present to the Board for the slate of new Board Members for election by the Corporation Membership in October.

The Nominating Committee is also responsible for developing the slate of Officers for the Board. The Nominating Committee shall meet with potential candidates to review the duties and roles of Officers. The Officer Slate will be presented at the January Board meeting for election.

Garden Landscape and Development Committee: This Committee will meet to review landscape plans and projects, update the 5-year plan given to the city, and will annually develop a Landscape and Development budget for approval by the Board.

The Committee will also review landscape needs, such as pruning, City maintenance and gardening support, landscape volunteers' program and landscape projects.

The Committee will prepare the update of each calendar year projects and goals for the Annual Report and will participate in the annual report from the Corporation to the City.

Fundraising & Development Committee: The Fundraising Committee will develop an overall Fundraising and Development Plan to guide the Board in the planning and implementation of comprehensive fundraising for long term sustainability of the Garden.

Consultation with fundraising professionals, with the Central Valley Community Foundation of the Shinzen Endowment Fund, and the City of Fresno will provide guidance and information to inform the plan. This plan will consider Annual Fund Drives, Major Gift Plan, Endowment Fund Planning, fundraising events, and a fully articulated donor support program.

The Committee will have the Garden Events as a Sub-Committee and will include all major Garden Events as part of our fundraising plan. The Committee will coordinate with the Marketing Committee elements of the plan for design and publication of Fundraising Activities.

They will also coordinate with the Executive Director of Shinzen, become familiar with the Fundraising Data Management System, and will provide updates on efforts and goals for the Annual Report to the Corporation Members.

Finance Committee: This Committee will provide overall financial oversight and help ensure that the Corporation has the necessary resources to provide program and deliver on the Corporation's mission.

The Finance Committee will be responsible for developing and approving the annual budget, monitoring monthly financial statements, overseeing financial reporting, including the annual IRS form 990 and tax returns. This committee will also ensure that the Corporation has the cash reserves and investments necessary for long-term success.

Garden Events Committee: This Committee will develop and recommend a calendar of Garden Events for the year providing it to the Board for approval at January Board meeting.

The Garden Events can be large festivals, membership focused opportunities, smaller events for donors, and special audiences. Event budget planning is essential and will be used to develop the Annual Events Income/Expense lines in the Operating Budget for the Garden.

Volunteer Program Committee: This Committee will develop a plan for recruiting, retaining, training and supporting Garden volunteers.

The Volunteer Program Committee will develop and maintain any Volunteer training education materials to be used by tour guides, docents, garden hosts, and entry gate staff. They will also ensure volunteers receive adequate training, guidance and support.

The Volunteer Coordinator will work directly with this Committee.

Educational Programs Committee: This Committee will develop the educational program goals and activities for the Garden. Educational programs can be part of garden events or standalone education programs.

The Educational Programs Committee will provide a budget to the Finance Committee, research available education program grants and provide committee updates to the Board.

Marketing/PR/Communication, and Social Media: This Committee will develop a communications & marketing plan for the Garden and coordinate implementation of the plan with the Officers, Corporation Staff, Contract Staff and all Committees.

Fundraising will also coordinate the calendar for Fundraising Activities with Marketing/PR/Communications/Social Media and design and publishing will be implemented through this Committee.

This Committee will also design and produce the Annual Report to the Membership of the Corporation in February of the calendar year following the year of the report.

STANDING COMMITTEES POLICIES AND PROCESSES:

Meetings: Each Standing Committee will develop a schedule of meetings for the year with the understanding that some Committees may meet monthly, others quarterly and some on an ad hoc basis. Examples are: Nominating Committee may meet during the 4-5 months prior to the election of Board Members; the Fundraising Committee may meet to establish the plan and then meet quarterly to assess the outcomes of fundraising strategies; the Garden Events Committee may meet monthly to ensure that Event Chairs are making progress in event planning and also to provide assistance.

Committee Plan: Each Standing Committee will establish the goals for the year, identify desired outcomes, identify strategies to fulfill the outcomes, identify any budgetary needs, and report on outcomes of the goals to the Executive Committee for inclusion on the Board meeting agenda.

Participation: Board members will serve on two Standing Committees or be the Chair of one. Garden members, community members, and interested parties (potential partners in events, artists, etc., are welcome to become Committee members to help us accomplish our goals and effectively fulfill our strategies.

Role of Chairs: Committee Chairs must be a member of the Board of Directors. The Chair leads and the Co-Chair assists with achieving the Committee goals. Chairs will coordinate with other committees, seek assistance in recruiting Committee members, coordinate budget requirements for any Committee plan or program, present Committee plans/updates at each meeting of the Board.

Additional Committees, Task Forces and Ad Hoc Committees: The President and Executive Committee, as well as the Board, can recommend and appoint a Task Force or Ad Hoc Committee to address any specific issue not covered in Standing Committees.