

RMHC Committee Compliance Checklist

Executive Committee

Activity	Date Planned	Completed (✓)	Notes
Meet quarterly and maintain permanent records of proceedings			
Review corporate bylaws annually and propose revisions if needed			
Conduct annual performance evaluation of the CEO and manage compensation (including periodic benchmarking of comparable roles)			
Engage with CEO on strategic plan and monitor progress			
Plan and execute annual Board retreat			
Ensure Board reviews and approves annual budget and any bylaw changes			
Review Executive Committee Charter annually and recommend updates			

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Finance & Endowment Committee

Activity	Date Planned	Completed (✓)	Notes
Meet at least quarterly and maintain permanent records of proceedings.			
Review financial statements and present findings to Board at least quarterly			
Prepare and present annual budget to the Board for approval			
Oversee IRS Form 990 review and execution by CEO			
Review annual income tax and information returns filed with Federal and State government agencies.			
Review investment policies and monitor performance			
Oversight of scholarship funds			
Report annually to Audit Committee on financial risk management			
Review Finance & Endowment Committee Charter annually			

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Governance Committee

Activity	Date Planned	Completed (✓)	Notes
Meet at least quarterly, maintains permanent records and reports to Board			
Assess Board composition and committee structure annually			
Periodically review governance policies for adequacy and compliance			
Conduct Board member recruitment, orientation, and ongoing training.			
Establish clear expectations for all Board members, defining expectations of time, talent and treasure; monitor Board member adherence			
Facilitate annual Board self-assessment and report results to Executive Committee			
Review Governance Committee Charter annually			

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Audit Committee

Activity	Date Planned	Completed (✓)	Notes
Meet at least quarterly, keep permanent records, and report to Board			
Oversee external audit process and maintain records			
Manage auditor engagement, review audit findings, and meet privately with auditors			
Establish annual policy review plan with CEO; monitor staff adherence			
Ensure all tax and information return filings are current and compliant			
Review plans and budgets associated with the internal audit function to ensure the Audit Committee's goals and objectives are adequately supported			
Direct special investigations as needed			
Review Audit Committee Charter annually			

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Advancement Committee

Activity	Date Planned	Completed (✓)	Notes
Meet and review fundraising progress quarterly and maintain permanent records			
Oversee CEO/Staff development of an annual comprehensive fund development plan; ensure the submission of annual budget needs to Finance Committee.			
Approve and present annual fund development plan to Board			
Set personal giving goals for Board members annually and monitor compliance			
Compare fundraising results to goals and budget			
Review Advancement Committee Charter annually			