**Development and Outreach**

1) Review evaluations of new and ongoing programs presented by staff to determine their effectiveness as to demand, engagement and statewide outreach.

2) Identify potential donors and assist Executive Director and Development Director in engaging them in Humanities Montana as supporters, financially and otherwise.

3) Develop and implement a strong board giving program.

4) Create recognition program for donor appreciation.

5) Work with Executive Director to create and grow fundraising events and activities statewide.

6) Assist staff as needed in promoting and supporting Grants and Program events throughout Montana to increase outreach and friend-raising.

**Executive Committee**

1) Handles emergent issues between regular board meetings

2) Support the Executive Director by providing counsel and feedback as needed.

3) Evaluate Executive Director on an annual basis and recommend appropriate compensation package.

4) Update personnel handbook in conjunction with the Executive Director for full board approval.

**Governance/Trusteeship**

1) Develop Board Matrix for recruiting and maintaining a board with diverse backgrounds and skill sets representative of Montana.

2) Nominate new board members for election to the board and assist Executive Director in developing and coordinating new board member orientations.

3) Recommend committee assignments in coordination with Board Chair.

4) Nominate board members for election as officers.

5) Review and update bylaws at least every 3 years or as needed to resolve newly developed issues.

6) Create or review policies (i.e., Code of Conduct, Code of Ethics, Board Calendar) for full board approval on an annual basis.

**Finance and Grants remain the same.**

I have intentionally only created an overview of potential duties as it should be up to each committee to write their own charters (for full board approval) as they best know the historical roles of their committee and their future goals