



# Organization Committee CHARTER

*The Organization Committee is responsible for supporting the staff and the Board of Hillsboro Downtown Partnership through organizational and system development, while working to ensure that the business of HDP is done in responsible, relevant, and timely ways.*

## **ROLES**

The role of the Organization Committee is to provide support and resources to ensure the staff, Board, other committees, and task forces can do their work efficiently and effectively. Although the Board of Directors carries legal and fiduciary responsibility for the organization, the Organization Committee serves a leadership role in this area, making sure appropriate policies, best practices, processes and procedure are supported and followed.

### **Programmatic Responsibilities:**

These are the primary responsibilities of the Organization Committee:

- Support the Executive Director
- Administrative functions (office management, accounting, budget)
- Affiliations and partnerships
- Fundraising (grants, events, donations, services, memberships)
- Membership program administration
- Outreach to the community (volunteer recruitment, donation solicitation)
- Volunteer program coordination

### **Programs and Projects:**

The current list of programs and projects that the Organization Committee is working on is available by request from the Executive Director. Some examples include:

- Annual Meeting
- Budget Development
- Database management
- Volunteer Coordination

### **Reoccurring Tasks**

The current list of tasks that the Organization Committee is responsible for is also available. Some examples include:

- Coordination of annual elections
- Member processing and payment management

### **Committee Parameters**

The committee should be aware of the scope of other committees and keep communication about new ideas and projects open to collaboration or handing-off when appropriate. There will be some situations where efforts should be deferred to or approved by the Executive Director and/or Board in advance. Examples of these may include: press releases, official communication with elected officials, changes to planning and strategic documents, and professional service contracts.

## **ORGANIZATION**

The Organization Committee is comprised of the employees, volunteers, and advisors that support the organization development and management of HDP. A paid employee may be assigned to support the committee with administrative tasks.

### **Membership**

The committee will ideally be composed of volunteers that are Downtown enthusiasts, nonprofit managers, business owners, human resource managers, accountants, lawyers, and anyone excited about sharing their passion for Downtown Hillsboro by giving of their expertise and skills. We encourage participants to solidify their involvement by becoming a committee member. The path to becoming a committee member includes three steps:

1. Attend a least two Organization Committee meetings in a three-month period.
2. Complete the general HDP volunteer orientation.
3. Complete an onboarding meeting with the committee Chair or Board liaison.

### **Member Expectations**

For the committee to keep progressing, consistency in membership is vital. Committee members should expect to contribute the following, and if they do not, may be removed from the committee at the Chair's discretion.

- Dedicate a minimum 20 hours per calendar year to the work of the Organization Committee.
- Attendance at regular meetings, without missing more than two consecutive meeting except for communicated excuses.
- Participation in at least one committee-related program or project per year.
- Put personal interests aside and represent a collaborative mentality and for the good of the Downtown district as a whole.

### **Chair Expectations**

The Chair (or co-chairs), with the ongoing support of the Executive Director, will endeavor to maintain a functioning committee that works effectively and cohesively. This may be accomplished in the following ways:

- Dedicate a minimum of 30 hours per calendar year to lead the committee.
- Ensure that actions and deliverables of the committee fit the goals and priorities of the HDP Board and are within the scope of the committee.
- Building a sense of teamwork through consistent and intentional communication, consensus decision making, and succession planning.
- Participate in quarterly meetings of the committee chairs.
- Reach out to the Board and Executive Director to share successes and for additional support when needed.

### **Board Liaison Expectations**

The Board Liaison to the Organization Committee is responsible for ensuring the lines of communication, transparency, and support are continuously maintained between the committee and the Board. The liaison will also take nominations for Organization Committee chairs to the Board for appointment.

## ACCOUNTABILITY

To instill confidence and autonomy in the responsibilities bestowed upon committees, while minimizing micromanagement, the Board expects that following accountability practices of the Organization Committee.

### Budget

The committee will be asked to participate in the annual budgeting process. All members will collectively be responsible for the management of the committee's allotted budget and, upon consensus of the committee, have the authorization to change the application of funds within that allotment. Any additional funds will need to be preapproved by the Board prior to being spent.

### Proposals

The committee is welcome to propose ideas informally to directors if they are seeking feedback on projects and other operations within the scope of the committee. If projects are within the scope of the committee, approval from the Board is not necessary. Here are some examples of items that will need the official approval by the Board:

- Appointments to the position of chair of the committee.
- Projects or task forces that require professional service contracts, partnership contracts, or funding beyond the annual budget allotment.

### Reporting

The committee will maintain reliable records and adequate data, using the accepted software and platforms in current use by HDP, and produce realistic reports for the Executive Director or Board when requested. These will consistently include:

- Monthly committee reports to the Executive Director at the end of each month.
- Previous year highlights to be included in the annual HDP report.

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September 18, 2018	N/A