 **SAMPLE FINANCE COMMITTEE CHARTER**

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| Name of Committee | Finance Committee |
| Date of last revision | 10/2/14 |
| Purpose (Summary) | The finance committee provides ongoing review of the financial status of the cooperative for the purpose of ensuring continued economic stability in accordance with the bylaws, articles of incorporation, and generally accepted accounting practices. |
| Specific responsibilities | -Review monthly sales figures  and compare quarterly sales figures to projected budget.  - Review quarterly financial reports provided by the GM to the Board.  - Initiate a regular financial audit or review, and recommend an auditor  -Recommend investments to BOD.  -Review and recommend annual budget.  -Review and recommend budget amendments.  -Review insurance coverage on an ongoing basis to ensure adequate coverage.  -Develop the annual Patronage Dividend recommendation to the BOD. |
| Any specific decisions delegated to the Committee by the board | None |
| Meeting schedule (regular date, time, place): | Second Monday of the month, 4 – 5:30 PM Main Office |
| Composition (number and type – e.g., only board members, or others?) | 3 Board Members. GM, Finance Manager. Up to 2 members with financial expertise to offer |
| Other important details: | Board Treasurer sits on committee. |

 **SAMPLE MEMBER RELATIONS COMMITTEE CHARTER**

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| Name of Committee | Member Relations Committee (MRC) |
| Date of last revision | 10/9/14 |
| Purpose (Summary) | The Member Relations Committee monitors member and community linkages and acts as an advisory committee to the board regarding community engagement. |
| Specific responsibilities | * Serve as a “think tank” to explore issues of concern to our member-owners, and generate ideas for how the co-op might respond. * Identify potential programs, services, campaigns, or events that can help raise awareness and provide education to our member-owners, related to our strategic plan and the seven cooperative principles. * Develop the Program for the Annual Meeting (e.g. – theme, speakers, etc.) * Conduct the annual community grant processes. |
| Any specific decisions delegated to the Committee by the board | None.  The Committee offers informal suggestions to the Marketing Department for enhancing community and member-owner communication and engagement.  The Committee is responsible for offering formal recommendations to the Board for:   * Board Grants and Donations Policy Revisions * Program (topics, speakers, agenda) for the Annual Meeting * Annual non-profit grant recipients |
| Meeting schedule (regular date, time, place) | Second Monday of the month 5:00-6:30, Main Office |
| Composition (number, board members, or others?) | Minimum of two board members, two owners, and two staff members (Membership Coordinator and Marketing Manager) |
| Other important details: |  |

 **SAMPLE BOARD DEVELOPMENT COMMITTEE CHARTER**

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| Name of Committee | Board Development Committee |
| Date of last revision | 10/2/14 |
| Purpose (Summary) | The BDC handles elections, nominations, recruitment, orientation, and ongoing education of the Board of Directors. The committee also reviews and recommends changes to the bylaws and articles of incorporation based upon identified needs and mandates of applicable laws. |
| Specific responsibilities | -Conduct annual elections for Board of Directors, and any other membership decisions deemed necessary by the owners or Board of Directors.  -Work to recruit owners to run for the Board of Directors.  -Oversee board elections  -Orient new Board of Directors  -Review Bylaws and Articles of Incorporation for needed amendments.  -Develop the board calendar of activities, and schedule of ongoing education topics and trainings for Board of Directors meetings.  - Work with management to develop board retreat agenda and arrange for facilitation. |
| Any specific decisions delegated to the Committee by the board | The organizing of education sessions for Board Meetings, based on input from the Board. |
| Meeting schedule (regular date, time, place): | Third Monday of the month, 4:00 – 5:00 pm, Main Office |
| Composition (number and type – e.g., only board members, or others?) | 3 Board Members, board development consultant |
| Other important details: | Works closely with Marketing Department to implement and advertise annual elections. |

 **Committee Charter**

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| Name of Committee |  |
| Date of last revision |  |
| Purpose (Summary) |  |
| Specific responsibilities |  |
| Any specific decisions delegated to the Committee by the board |  |
| Meeting schedule (regular date, time, place) |  |
| Composition (number and type –board members, or others?) |  |
| Other important details |  |