**Sample Board and Committee Structure**

**Board of Directors**
- Twelve members
- Three-year terms (maximum of two consecutive terms)
- Other pertinent information

**Advisory Committee* (optional)**
- Supports an organization’s activities by providing guidance, connections, resources, prestige, etc
- Does not have governing responsibility

**Executive Committee* (Governance)**
- President
- Vice President
- Executive Director
- Treasurer
- Secretary

**Staff**
- Title
- Title
- Title

**Finance Committee***
- Chairperson
- Name
- Name

**Audit Committee***
- Chairperson
- Name
- Name

**Programs / Services Committee**
- Chairperson
- Name
- Name

**Fundraising / Development Committee**
- Chairperson
- Name
- Name

**Nominating Committee***
- Chairperson
- Name
- Name

**Marketing / Communications Committee***
- Chairperson
- Name
- Name

**Personnel Committee***
- Chairperson
- Name
- Name

**Ad Hoc Committees**
- Form and disband as necessary

**Key**
- *Committee of the board* — consists of board members only with the authority to “bind” the corporation
- *Committee of the corporation* — chaired by a board member, consists of board members and may include at-large community members