



BrazilFoundation

BrazilFoundation BOARD COMMITTEES

Committees	Primary Responsibilities
<p>1. Executive</p>	<ul style="list-style-type: none"> • The Executive Board acts on behalf of the Board when the Board is not in session. • The Executive Committee is responsible for supporting the President/CEO in providing strategic guidance and making key decisions when required between board meetings. It meets prior to the full Board Meetings and when otherwise called upon.
<p>2. Governance</p>	<ul style="list-style-type: none"> • Ensures the board’s long-term development as a high-performing board • It informs the board on needs regarding membership and educates potential candidates about board service and what is expected from board members • On an annual basis, the Governance Committee is responsible for organizing new board member orientation • At election time, the committee is involved in creating the slate of candidates for offices and committees for the consideration of the Executive Committee • It periodically assesses board member performance and assists the board in conducting its own assessment
<p>2.1. Nominating Sub Committee</p>	<ul style="list-style-type: none"> • Informs the board on needs regarding membership • Educates potential candidates about board service and what is expected from board members • Nominates candidates for new board members to the board for approval
<p>3. Program</p>	<ul style="list-style-type: none"> • Oversees the grant-making process of the Foundation, defining program areas and providing guidance to project selection and monitoring processes; discusses and recommends the annual program plan prepared by the President/CEO, including timeline for grants and project evaluation reports • Provides oversight to other programs, such as donor-advised grants and the Fundo Carioca.

4. Development	<ul style="list-style-type: none"> • It is divided into two sub-committees: the Fundraising Sub-committee and the Events and Outreach Sub-committee.
4.1. Events and Outreach Sub Committee	<ul style="list-style-type: none"> • Helps in the organization and execution of the Annual BrazilFoundation Benefit Gala Dinner and provides guidance to benefits organized in other parts of the world
4.2. Fundraising Sub Committee	<ul style="list-style-type: none"> • Works with the President/CEO to develop and implement fundraising strategies • Provides guidance to the communications staff in creating and managing fundraising campaigns
5. Finance	<ul style="list-style-type: none"> • Oversees financial operations, accountability and financial controls; discusses and recommends the annual budget for board approval; reviews the annual financial audit of the organization and works with the outside auditors to ensure compliance with generally accepted accounting principles and financial controls. Assuring proper investment of the BrazilFoundation Endowment.
5.1. HR and Compensation	<ul style="list-style-type: none"> • Is responsible for overseeing leadership transition, salary policies and benefits, and for conducting the annual performance evaluation of the President/CEO.