

Arlington Community Access Corporation

Board Standing Committees

Administrative Committee

The administrative committee is composed of the President, Vice-President, Secretary, Treasurer and one at-large member of the Board. The administrative committee meets quarterly, typically two weeks before the full board meeting, to set the agenda for the meeting. The administrative committee also meets as needed to facilitate the corporation's business between the quarterly full board meetings.

The duties of the administrative committee are to consider and bring forward for full board approval all matters having to do with the general administration of the corporation's business.

Facilities Committee

The composition of the facilities committee is determined by a vote of the full board, typically at its September meeting following the Board of Directors election at the Annual Meeting of Members. Any member of the corporation may be elected or appointed to the facilities committee. The facilities committee meets on an as needed basis with a minimum goal of meeting at least quarterly.

The duties of the facilities committee are to consider and bring forward for full board approval all matters having to do with the corporation's facilities and equipment. Proposals for expenditures for new equipment are presented for approval to the facilities committee by the Executive Director. If approved, the committee brings them to the full board for approval. The committee also participates in long range planning regarding equipment and facilities.

Finance Committee

The finance committee is composed of the Treasurer, President, and Vice-President, plus any at-large member who would like to serve. The ultimate composition of the finance committee is determined by a vote of the full board, typically at its September meeting following the Board of Directors election at the Annual Meeting of Members. The finance committee meets as needed with a minimum goal of meeting at least quarterly. The finance committee typically meets frequently during December, January, and February to assist the Executive Director in preparing the budget for approval at the March meeting of the full board.

The duties of the finance committee are to assist the Executive Director with the preparation of the budget, review financial statements, and report to the full board on the corporation's financial position. The committee also researches and recommends options for investing the corporation's assets.

External Communications Committee

The composition of the public relations committee is determined by a vote of the full board, typically at its September meeting following the Board of Directors election at the Annual Meeting of Members. Any member of the corporation may be elected or appointed to the outreach committee. The public relations committee meets on an as needed basis with a minimum goal of meeting at least quarterly.

The duties of the public relations committee are to increase membership of AIM and to increase exposure to and awareness of AIM programming within the general population and to consider and bring forward for full board approval all matters having to do with the successful promotion of the corporation to

the Arlington community. The external communications committee also seeks to ensure that the entire community is served and represented by the Arlington Community Access Corporation.

Public Policy Committee

The composition of the public policy committee is determined by the President of the board, typically at the board retreat in October of each year. Any member of the corporation may be appointed to the public policy committee. The public policy committee meets on an as needed basis with a minimum goal of meeting at least quarterly.

The duties of the public policy committee are to research, review, and respond to all local, state, and national legislation and policy initiatives. The public policy committee is also charged with providing information to the membership on public policy matters.

Development Committee

The composition of the development committee is determined by the President of the board, typically at the board retreat in October of each year. Any member of the corporation may be appointed to the development committee. The development committee meets on an as needed basis with a goal of meeting monthly.

The duties of the development committee are to plan and implement the fundraising activities of the corporation and research and pursue potential donors and grantors. The development committee plans the annual gala and two direct mail solicitations each year.