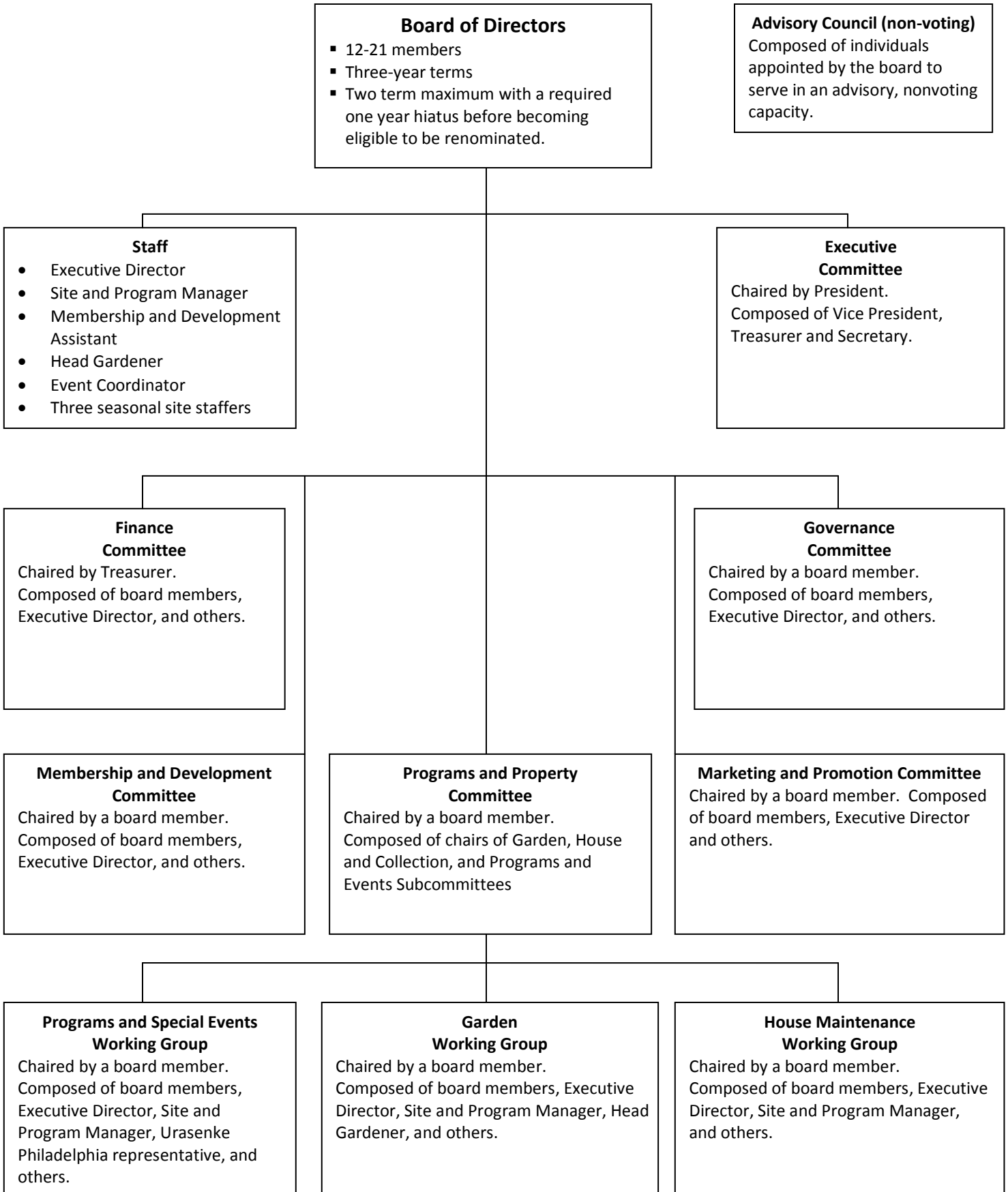


Friends of the Japanese House and Garden
2014 Board and Committee Structure



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Committee Descriptions and Tasks

Executive Committee

Chaired by President, composed of Vice President, Treasurer and Secretary.

- To generally supervise the Executive Director.
- To oversee the operations of the board and the business and operations of FJHG.
- To act on behalf of the board during on-demand activities that occur between meetings; these actions are later presented for full board review.

Finance Committee

Chaired by Treasurer and composed of board members, Executive Director, and others.

- To oversee finance and budget considerations of FJHG.
- To review budgets initially prepared by staff, to help develop appropriate procedures for budget preparations, and on a consistency between the budget and the organization's plans
- To report to the board any financial irregularities, concerns, opportunities
- To recommend financial guidelines to the board (such as to establish a reserve fund or to obtain a line of credit for a specified amount)
- To work with staff to design financial reports and ensure that reports are accurate and timely.
- To oversee short and long-term investments.
- To recommend selection of the auditor and work with the auditor.
- To ensure proper reporting to the Cultural Data Project for fundraising.
- To advise the executive director and other appropriate staff on financial priorities and information systems, depending on committee member expertise.

Governance Committee

Chaired by a board member. Composed of board members, Executive Director, and others.

- To lead board development and enact necessary board changes.
- To establish measurable objectives and outputs for the board, committees and Executive Director.
- To structure board meetings and determine key regular agenda items.
- To prepare priorities for board composition and development.
- To meet with prospective board members and recommend candidates to the board.
- To recommend a slate of officers to the board.
- To conduct orientation sessions for new board members and to organize training sessions for the entire board.
- To suggest new, non-board individuals for committee membership.
- To create a leadership succession plan.
- To ensure that FJHG always has a current strategic plan in place and in use.
- To create and monitor the budget for the strategic planning process.
- To oversee the development/update of a strategic plan, business plan and operational plan every three years.
- To review and enforce the implementation of the strategic plan, business plan and operational plan at regular intervals.

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- Plan and seek funding for development of subsequent strategic plan and updating of business and operational plans in advance of the expiration of the previous plan.

Membership and Development Committee

Chaired by a board member. Composed of board members, Executive Director, and others.

- To foster, coordinate and oversee the fundraising activities of FJHG.
- To work with staff to establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- To identify and solicit funds from external sources of support.
- To work with staff in their efforts to raise money.
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- To be responsible for involvement of all board members in fundraising, such as having board members make telephone calls to ask for support.
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
- To recommend to the board the formation of ad hoc fundraising committees for additional fund raising needs as identified, like a capital campaign.
- To oversee membership strategies to actively recruit new members and develop target numbers, with staff.
- Develop/revise annual membership marketing, recruitment and retention plan and budget.
- To determine membership benefits and fees.
- To assist with membership contact.
- To determine and respond to members' needs.
- To determine and implement methods to recognize and reward members.
- To determine and implement methods to involve members in board committees, programs, and activities.
- To monitor membership procedures and ensure timely and appropriate contacts with members.

Marketing and Promotion Committee

Chaired by a board member. Composed of board members, Executive Director and others.

Programs and Properties Committee

Chaired by a board member. Composed of chairs of Garden, House and Collection, and Programs and Events Subcommittees.

- Oversees strategic plan implementation for subcommittees.
- Ensures regular board reports of subcommittees.
- Facilitates cooperation and coordination among subcommittees.

Program and Special Events Working Group

Composed of board members, Executive Director, Site and Program Manager, and others.

- To oversee new program development, and to monitor and assess existing programs.

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- To initiate and guide program evaluations.
- To facilitate discussions about program priorities for the organization.
- To plan, coordinate and help staff major events, such as fundraising, membership development social events, cleanup days, Otsukimi (moonviewing), Senju Day, Shichi Go San (children's kimono dressing), team-building or planning.

Garden Working Group

Chaired by a board member. Composed of board members, Executive Director, Site and Program Manager, Head Gardener, and others.

- To oversee and maintain the Shofuso garden and pond.
- To develop, implement and update a master garden plan.
- To oversee an Integrated Pest Management (IPM) plan.
- To recommend selection of the horticultural consultant and work with him/her.
- To monitor and care for koi (carp) fish in pond.
- To act on behalf of the board during garden emergencies and contingencies that occur between meetings, and later present results for full board review.

House and Collections Working Group

Chaired by a board member. Composed of board members, Executive Director, Site and Program Manager, and others.

- To oversee and maintain the Shofuso house.
- To develop, implement and update a preservation plan.
- To recommend selection of preservation contractors and work with them.
- To act on behalf of the board during house and collections emergencies and contingencies that occur between meetings, and later present results for full board review.
- To provide ethical guidance and direction for FJHG regarding acquisition and deaccession of items which FJHG has received from individuals, institutions, etc.
- To develop and implement a written Collections Policy to be presented to the board for approval.
- To review all offers of potential acquisitions and to determine whether these items will be accepted based on FJHG mission and ability to care for the items.
- To deaccession materials as appropriate and make a decision made as to their disposition.
- To oversee the accessioning of collections materials to be retained and maintain records for these materials.

Advisory Council

Composed of individuals appointed by the board to serve in an advisory, nonvoting capacity.

- To support FJHG board operations and planning when requested.
- To provide information, resources, prestige, funds, etc. when requested.