

**Big Gay Mens Organization  
Committee Descriptions  
As of: August 31, 2013**

**Awards Committee**

The purpose of this Committee is to facilitate the recognition of contributions to the BGMO. To Committee acts to oversee the review process and to ensure the nominated review panels comply with the Committee structures and guidelines.

The duties of the Awards Committee include:

- (a) Oversight of the nomination process and peer review of nominees;
- (b) Clarifying the criteria for awards in terms of eligibility for nomination;
- (c) Recommendations to the BGMO Board of Directors regarding the establishment of new awards; and
- (d) Reporting to the Board regarding the funding of awards.

*Future Committee -- Inactive*

**Communications/Community Relations Committee**

The Community Relations Committee's role is to ensure the board builds strong and strategic relationships with stakeholders through the integration of the organization's education, public relations, and other activities. It achieves this by:

- Working with the board to develop a community relations plan that identifies formal and informal mechanisms to dialogue with the community;
- Creating and developing messages, website content, social media and announcements;
- Working to generate communications to member clubs to keep them informed and assist with the development of helpful guides;
- Working with the board to develop key messages articulated to stakeholders;
- Promoting the organization's services to the community;
- Facilitate marketing BGMO its members and the community;
- Serving as a conduit for communicating with various media outlets;
- Developing criteria to identify and select collaborative partners; and
- Evaluating stakeholder relationships.

*Board Director #1 chairs this committee (currently Dorian Henao).*

**Conference Committee** – This committee works with member clubs hosting a conference and seeks out other member clubs to submit proposals for the annual conference, or one of the regional conferences. Works to create and develop Conference manuals to assist member clubs with best practices and samples to help them develop proper plans and implement conferences.

*Board of Director # 2 Chairs this Committee (Currently Chris Schilling).*

**Finance Committee** – The purpose of the Finance Committee (i) to exercise oversight responsibility with respect to the Corporation's material and strategic financial matters, including those related to investment policies and strategies, transactions, financings, and capital structure, (ii) to advise, and as appropriate authorize, Management with

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respect to such matters, and (iii) to advise, and as appropriate to make recommendations to, the Board with respect to such matters.

*Treasurer chairs this committee (Currently James Mendel).*

### **Fundraising Committee**

The Fundraising Committee's job is not simply to raise money. Instead, the Fundraising Committee is responsible for overseeing the organization's overall fundraising and, in particular, the fundraising done by the group. To accomplish this, its responsibilities are:

- To work with the committee to establish a fundraising plan incorporating a series of appropriate vehicles, such as special events, direct mail, product sales, etc;
- To work with clubs in their efforts to raise money;
- Contribute financial support and encourage others to do so;
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc;
- To encourage participation of the full group in fundraising efforts;
- To be responsible for involvement of all board members in fundraising, such as having board members to use personal connections to ask for support; and
- To monitor fundraising efforts to be sure ethical practices are in place, donors are acknowledged appropriately, and fundraising efforts are cost effective.

*Director # 3 chairs this committee (Currently Steve Scher).*

**Membership Committee** – This committee's charge is the development of the membership of the organization, to retain current members and to obtain new members for the BGMO. They prepare membership packets and develop new materials in an effort to seek out new members. They work with the membership to handle issues or concerns and answer questions. They also maintain the benefits of membership and seek out ways to keep the costs of membership down.

*The Vice President chairs this committee (Currently James Holman).*

**Nominations Committee** – The nominations committee seeks out nominations for the board of directors for BGMO. They follow the guidelines as stipulated in the by laws of the organization on seeking nominations. After the nominations have been submitted, they prepare a slate of nominations to go forward to the membership for their approval at the annual meeting.

*The Immediate Past President chairs this committee (currently TBD).*