

Chihuahuan Desert Research Institute
Standing Committees of the CDRI Board of Directors
Job Descriptions (adopted March 1, 2014)

Executive Committee:

- Composition: President, Vice President, Secretary, Treasurer, chairs of the Governance, Development and Audit Committees; all Board members are invited to attend meetings of the Executive Committee;
- Current members: Suzette Ashworth, Shirley Powell, Linda Roberts, Robert Potts, Larry Francell, Deirdre Hisler, Jerry Pittman
- Primary duties:
 1. Takes action on behalf of the Board when the full Board is not in session or during emergencies impacting CDRI;
 2. Provides minutes to the full Board immediately after each meeting;
 3. Develops performance criteria for the Executive Director, conducts annual evaluation and prepares development plan as appropriate;
 4. Functions as a sounding-board for the Executive Director on emerging issues and new opportunities;
- Limitations of authority: The Executive Committee may not terminate the employment of the Executive Director, change the By-Laws, spend in excess of the approved budget or incur financial obligations in the name of CDRI.

Board Governance Committee:

- Composition: President, Vice President and 3 members appointed by the President;
- Current members: Larry Francell (chair), Suzette Ashworth, Shirley Powell + 2 vacancies
- Primary duties:
 1. Identify priorities for Board composition;
 2. Identify and vet prospective Board members;
 3. Conduct annual election of officers and Board members;
 4. Monitor term expiration of Board members;
 5. Maintain By-Laws and Board policies, and propose revisions or new policies as needed;
 6. Plan and conduct an orientation for new Board members and update the Digital Board Manual;
 7. Take the lead in Strategic Planning activities with the full Board;
 8. Evaluate Board performance and plan Board development sessions.

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Finance Committee:

- Composition: President, Treasurer and 3 appointed by the President;
- Current members: Robert Potts (chair), Suzette Ashworth, Shirley Powell, Linda Roberts, Joe Duncan;
- Primary duties:
 1. Oversee the fiscal affairs of CDRI by ensuring that proper systems, procedures and controls are in place;
 2. Take the lead in annual budget preparations, working with the Executive Director and staff to ensure consistency between the budget and CDRI's mission;
 3. Report to the full Board on any financial irregularities, concerns or opportunities.

Development Committee:

- Composition: President and 4-9 individuals appointed by the President;
- Current members: Deirdre Hisler (chair), Suzette Ashworth, Jerry Pittman, Robert Potts, Joe Duncan, Larry Francell;
- Primary duties:
 1. Ensure that CDRI develops diverse revenue streams;
 2. Work with staff to create and implement a fund development plan which uses a variety of vehicles such as grants, special events, direct mail, memberships etc;
 3. Work with staff to identify, cultivate and solicit funds from various sources of support;
 4. Involve all Board members in fundraising; take the lead in certain types of outreach efforts, such as chairing a dinner committee or hosting fundraising events;
 5. Monitor fundraising efforts to be sure that stakeholders are acknowledged appropriately, fundraising efforts are cost-effective, and ethical practices are followed.

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Permanent Endowment Committee:

- Composition: President and 4 individuals appointed by the President;
- Current members: Shirley Powell (chair), Suzette Ashworth, Jerry Pittman, Sal Salazar
- Primary duties:
 1. Review the finances of the Permanent Endowment fund;
 2. Recommend investments and disbursements in accordance with the CDRI Endowment and Investment Policies;
 3. Propose revisions to the CDRI Endowment and Investment Policies as appropriate.

Audit Committee:

- Composition: 3 Board members appointed by the President, who are not officers or members of the Finance Committee;
- Current members: Jerry Pittman (chair), Albert Miller
- Primary duties:
 1. Review bids and interview auditors;
 2. Recommend selection of an auditor to the Board;
 3. Meet with the auditor and respond to the auditor's recommendations.

Collections Committee:

- Composition: 4-9 members appointed by the President;
- Current members: Linda Roberts (chair), Patt Sims, John Karges, Joe Mussey, Rick LoBello
- Primary duties:
 1. Oversee the CDRI Collection Policy and propose changes as appropriate.
 2. Oversee the Living Plant Collections Policy and propose changes as appropriate;
 3. Plan and recommend future development of the gardens.
 4. Ensure that items accepted into the Permanent Collection adhere to the policy.