

## **Education & Outreach Committee**

### **Purpose**

The Northeast Historic Film Education & Outreach Committee serves the executive director, board of directors, members, and donors by identifying and helping to implement volunteer, person-to-person, print, and social media mechanisms for connecting students, teachers, and the broader public with the organization's collections and educational programs.

### *Committee Members*

Justin Wolff, Chair  
Sian Evans  
Jennifer Jenkins  
Andrea McCarty  
Mark Neumann  
Pam Wintle

## **Finance Committee**

### **Purpose**

The Finance Committee is responsible for reviewing and providing guidance for the organization's financial matters. The committee's basic responsibilities include:

1. Provide direction for the entire Board for fiscal responsibility.
2. Regularly review the organization's revenues and expenditures, balance sheet, investments, and other matters related to its continued solvency.
3. Approve the annual budget and submit it to the full Board for approval.
4. Ensure the maintenance of an appropriate capital structure (i.e., the distribution, nature, and magnitude of the organization's assets, liabilities, and net assets).
5. Oversee the maintenance of organization-wide assets, including prudent management of organizational investments.

The committee has also been tasked to make recommendations concerning asset allocation and risk tolerance, select and monitor fund managers and other investment vehicles, and review the investment program's progress in order to ascertain whether it is meeting its objectives in light of changing market conditions and organizational goals.

### *Committee Members*

Ron Russell, Chair  
Sian Evans  
Richard Rosen

### **Committee on Board Membership and Nominations**

#### *Purpose*

The Committee on Board Membership and Nominations shall consist of at least two members of the Board of Directors. The Committee on Board Membership and Nominations shall prepare a single slate of candidates for all offices and for vacancies on the Board of Directors for election at each annual meeting. The committee shall develop and maintain a file of names of potential Board members and, when requested by the President, the committee shall propose names to fill expired terms of the Board as they occur.

The Committee on Board Membership and Nominations is responsible for regular board orientations and assessments with the participation of consultants, staff and the Board as a whole as appropriate.

#### *Committee Members*

Michael Hutcherson, Chair  
Liz Coffey  
Max Langstaff  
Karan Sheldon

### **Development/Fundraising Committee**

#### *Purpose*

The NHF Development Committee will support the Executive Director in raising funds through donations, grants, gifts, sponsorships and other means. The Committee seeks to identify fundraising opportunities and will partner with the Executive Director to pursue them.

#### *Committee Members*

Andrea McCarty and Karan Sheldon, Co-chairs  
Liz Coffey  
Sian Evans  
Jim Henderson  
Michael Hutcherson  
Max Langstaff  
Mark Neumann  
Richard Rosen  
Ron Russell  
Pam Wintle  
Justin Wolff