

COMMITTEE DESCRIPTIONS

Education Committee

- Work closely with Education Coordinator to ensure the effective and efficient delivery of TWR's financial education program which includes Money Smart™ and Project LEAD.
- Assist Education Coordinator in developing strategies to recruit volunteer instructors and help plan two annual volunteer recognition events.
- Review and suggest best practices and curriculum for TWR's financial education program.
- Suggest improvements to evaluation and outcome measurement.
- Explore and make suggestions for collaborations with other Houston organizations involved in financial education.

Finance Committee (*Chair and members must have background and skills in accounting and finance.*)

- Meet monthly to review TWR's financial statements and meeting minutes to ensure fiduciary responsibility and provide checks and balances for the organization's staff.
- Develop and enact proper control procedures.
- Select qualified investment professionals, project TWR's financial needs and communicate needs to the Investment Manager(s).
- Establish reasonable and consistent investment objectives, policies and guidelines, which will direct the investment of the organization's assets.
- Review quarterly reports from Investment Manager(s) and semi-annually evaluate performance.

Research Committee

- Work closely with Executive Director to determine research needs and goals.
- Develop scope of work for research and create request for information/proposals (RFI/RFP). Review RFI/RFP and make recommendation on the university that should be selected to complete research.
- Work closely with Education Committee to ensure effective and efficient implementation of TWR's education program.

Development Committee

- Work closely with Executive Director and trustees to ensure annual fundraising goals are met.
- Assist Executive Director and trustees in creating annual prospect list and plan for approaching prospects.
- Assist Executive Director and luncheon committee in planning the annual luncheon and securing sponsorships and in-kind donations necessary to make the event a success and reach fundraising goal.
- Review and make suggestions on fundraising collateral.

Marketing Committee

- Work closely with Executive Director to ensure organization maintains a positive public image.
- Assist in developing annual marketing plan.
- Work with Executive Director to create current media list and assist in writing and distributing press releases and newsletter content.

Membership Committee

- Oversee planning of annual membership reception each spring.
- Assist Executive Director in developing membership retention plan and implement activities to retain and grow membership.

