



NHFA Committee Descriptions & Activities

Approved October 24, 2012; Revised May 24, 2013

Education Committee is responsible for:

- developing educational materials, resources and programs
- promoting access and education
- providing guidance and information to other committees

Events Committee is responsible for:

- planning and executing events that may include an annual or biennial conference that is open to the public and members, and/or educational seminars or webinars
- providing guidance and information to other committees

Executive Committee is responsible for:

- providing opportunities for non-profit board skill development
- steering the board toward completion of its mission-based activities
- resolving personnel issues
- exploring future directions for the NHFA
- guiding effective and efficient board meetings
- acting for the full board in emergencies when it is not feasible for full board involvement

Finance Committee is responsible for:

- fostering volunteerism and tracking hours
- making sure that complete, accurate financial records are maintained and monitors those reports
- reviewing annual budget and recommends approval to full board
- communicating organization's financial status to the full board and making sure the full board understands the financial picture
- ensuring compliance with local, state and federal regulations governing nonprofit financial reporting
- protecting organization's financial assets and making sure that any investments are wisely manage

Fundraising Committee is responsible for:

- seeking and raising funds to be used to expand NHFA's visibility and offerings to the public; methods include grants, events, sales of material goods, or other ventures
- coordinating activities with the Events Committee
- providing guidance and information to other committees

Legislative Committee is responsible for:

- educating policymakers and the public about the laws pertaining to home funerals

- advocating for families' rights
- creating information packets
- providing guidance and information to other committees

Membership Committee is responsible for:

- maintaining records and outreach to those who have joined in support of the organization
- providing guidance and information to other committees

NHFA/FCA Committee is responsible for:

- cultivating partnerships with other organizations
- soliciting opportunities for joint projects, conferences
- providing guidance and information to other committees

Public Relations and Outreach Committee is responsible for:

- representing the NHFA to the public
- delivering information about the organization to the public, spoken and written
- aiding the Board in responding to queries and challenges
- producing brochures and written materials that go out to the public
- proofreading and editing documents and other materials for consistency and factual content prior to publication or distribution
- creating ready-to-go presentations to use to educate the public
- creating scripts for consistent messaging
- training and operating a Speakers Bureau
- creating opportunities for greater public exposure
- producing a quarterly e-newsletter for friends and members
- initiating advertisements in magazines such as *Natural Transitions* and *Lilipoh*
- providing guidance and information to other committees

Resource Committee is responsible for:

- identifying, developing, and making available resources related to home funerals and green burials; home funeral guides; and other related information to the public and to members
- listing written materials (books, magazines, articles, websites, etc.), visual materials (films, videos, presentations, etc.), pertinent organizations, educational resources, training opportunities, and the like on the website
- acting as a clearinghouse for all things home funeral
- monitoring and publicizing home funeral trainings
- maintaining bank of mentors
- hosting monthly teleconferences
- maintaining social media public pages
- providing guidance and information to other committees

Website Committee is responsible for:

- designing and maintaining the NHFA website

- helping visitors make contacts and connections
- increasing search engine optimization
- providing guidance and information to other committees