



# Committees

Updated 12.29.17

**2018 Committees and Task Forces of Marin Economic Forum (MEF)** are led by the MEF board, usually chaired by an MEF Executive Board member. Board Committees (Executive, Nominating, Governance, Fundraising, Finance, Events) are comprised of board members and are responsible for optimizing internal organizational operations. Additional Committees, typically chaired by an Executive Board Member, focus on the study and advancement of specific economic issues of Marin County. Members of Committees may occasionally include non-MEF members who bring specific knowledge and resources appropriate to the purpose of the respective issue. Committees help identify specific issues or projects that are managed by MEF staff and lead to the development of MEF's Strategic Initiatives.

## BOARD COMMITTEES

### Executive Committee and Officers

- Chair: Haden Ongaro
- Vice Chair: Supervisor Judy Arnold
- Chair Elect:
- Past Chair: N/A
- Treasurer: Carlo Serafini
- Secretary: Garry Lion
- Fundraising: John Harty
- Governance: Jay Strauss
- Nominating: Jacqueline Christenson
- Committee Members At-Large: Pat Kendall, Coy Smith

Description: The up to 15 Member Executive Committee provides organizational strategic direction and oversight for CEO hiring and review and the fiscal, legal, fundraising, governance, nominating and events activities of the organization. The Executive Committee often acts on behalf of the board during on-demand activities that occur between meetings. The Executives of the Board play a leadership role in promoting the value of Marin County assets and MEF to the business community.

### Finance Committee

- Chair: Carlo Serafini
- Committee Members:

Description: Led by the board Treasurer, the Finance Committee oversees the development of the budget; ensures accurate tracking, monitoring, and accountability for funds; ensures adequate financial controls.

### Nominating Committee

- Chair: Jacqueline Christenson
- Committee Members: Nina Gardener, Debi Geller, Jeff Scharosch

Description: The Nominating Committee advances new board member applicants and manages the Board and Committee election process. It recommends board member criteria, committee structure, enforces term limits, and ensures an optimal mix of skills and representation on the board. It also ensures that board members are properly trained, are meeting expectations and are engaged in their membership throughout their term.

**Governance Committee**

Chair: Jay Strauss  
Committee Members: Coy Smith

Description: The governance committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the board and functioning of the organization. The work of the committee revolves around developing the bylaws, board member responsibilities and expectations. The committee keeps the organization’s mission on the forefront and advises on what is needed to best accomplish that mission. The committee also provides guidance on legal matters in regard to policies, procedures and operations.

**Fundraising Committee**

Chair: John Harty  
Committee Members: Supervisor Judy Arnold

Description: To lead the board in efforts that attract money and services needed to carry out the mission of the organization. The committee will ensure that there is a specific fundraising target, present a fundraising strategy, identify fundraising sources and prospects, provide the necessary information and direction for the fundraising effort and engage all board members in fundraising activities. Ensure effective administrative tracking of donations and recognition and benefits are delivered.

**Secretary**

Job Description: The secretary of the board is tasked to manage the records and administrative functions of the organization, providing a critical role in communication and ensuring proper management and utilization of important organizational records. The secretary complies with notice requirements to accommodate the directors. The secretary is also charged with recording minutes to provide an accurate chronology of key information such as board actions, elections of officers or directors, and certain reports and must be sensitive to any special or confidential information discussed at a meeting.



# Working Groups

## WORKING GROUPS:

### Events

Chair: TBD

Committee Members:

The Events is responsible for executing successful events consistent with the mission of the organization. Events shall be run according to specific objectives for the organization and in close coordination with staff and the fundraising committee. Committee members will handle planning, logistics, program, sponsorship, décor, invitations and ticket sales, volunteers and promotion. Events may be designed to help educate the public, cultivate new members, communicate the mission of the organization, increase visibility, raise funding and enhance board member connectedness to MEF's work. The Committee strategically seeks cross-sector leadership for MEF membership and provides key input for MEF communications.

### Business & Industry Growth

Chair: TBD

Committee Members: David Hofele (Rick Monetta), Seth Shorett

The Business Growth and Target Industry Committee uses research, data, tools, incentives, investment, industry support and cross-sector networking to create opportunities for Marin County business attraction, retention and growth. It will raise awareness of high profile business issues and responds to seek solutions to enhance business retention and expansion in Marin County. The Committee also works to execute specific strategies to support the strength and growth of our target industries.

### Small Business and Entrepreneurship

Chair: TBD

Committee Members:

The Small Business and Entrepreneurship Council promotes the value of and support for small businesses in Marin County and works to develop support and tools to enhance the ecosystem and climate for small business success. The Committee promotes the use of research, data, tools, incentives, investment, industry support and cross-sector networking to create opportunities for Marin County small businesses to thrive. Partnership with SBDC representatives.

### Economic Development and Planning

Chair: TBD

Committee Members:

Members of the Economic Development Directors' Council are mostly comprised of city administrators and economic development and planning professionals. The Committee engages with economic development leadership in the Marin County region and in the larger Bay Area to create and lead integrated strategies that provide sustainable economic development planning and growth.

**Equity in Employment**

Chair: TBD

Committee Members:

The Equity in Employment and Education Committee convenes and leads regional strategies that improve outcomes for all residents in the county and to ensure residents are prepared for jobs in demand in Marin County. This committee works in partnership and alignment with local nonprofits, educators, workforce and training organizations.

**Workforce Development**

Chair: TBD

Committee Members:

The Employer Advisory Committee is responsible for increasing productive employer involvement in education and workforce development in Marin County, and promotes and supports employer-led engagement best practices with a goal to increase the number of local workers prepared for local jobs. This Committee supports efforts to bring resources to the region that enhance job readiness and education that leads to sustainable employment.

**Real Estate, Construction & Infrastructure**

Chair: Haden Ongaro

Committee Members: **Jacqueline Christiansen, Ken Casey** (add other members)

The Housing, Real Estate, Construction, Transportation and Infrastructure Committee ensures that land use and infrastructure priorities uphold Marin County's competitive business climate, maintain efficient transportation and goods movement systems, and contribute to a high quality of life for its workers and residents. The Committee advances and influences the development, approval and execution of a coherent set of regional land use and transportation plans, state and federal legislation, and public and private projects that ensure a livable, sustainable and prosperous future for Marin County.