



HUBBS
SEAWORLD
RESEARCH
INSTITUTE

Trustee Handbook

Board of Trustees Structure and Committees

Board of Trustees: The Board provides overall review for employment, governance, financial and legal policies needed to achieve the organization's mission and goals. Trustees 1) participate in the selection and evaluation of the President, 2) act as liaison to the community, and 3) are able to meet and take votes on a regular basis. The Board acts to preserve and protect the financial health of the organization in order to ensure its ongoing ability to achieve its goals, conducts a review and provides approval of the annual budget and the annual audit.

Executive Committee: By practice and then approved by the Board, the Executive Committee is comprised of the Chairman of the Board, the Immediate Past Chairman, Chairs from all Board sanctioned committees, other Trustees selected by the full Board and the President, as an *ex-officio*, non-voting member. This committee may act for the full Board in matters which are time sensitive and cannot be accommodated by a regular meeting of the full Board.

Nominating Committee: Develops and maintains a highly motivated and committed Board of Trustees, advisory council members and volunteers comprised of a well-balanced cross representation of the business and scientific communities. Identifies and nominates to the Board potential Trustees by implementing a selection and appointment process, developing Board responsibilities and performing Board evaluations. Prepares annual plan to fill vacant or new positions, develops methods for recruitment of new members.

Science Committee: Works with the Executive Vice President and the President to review and regularly update the Five-Year Science Plan and scientific outreach to the community.

Development Committee: Assist with all aspects of fund raising, annual giving, planned giving, Board giving and corporate giving. All members of the Board assist with these activities, but this committee handles the coordination and implementation responsibilities. Members bring individuals and corporations to Development Directors for the development of funds.

Corporate and Government Relations Committee: Assist with corporate giving and key corporate and government relations. Members liaison with the President to maintain and expand these corporate or governmental interactions.

Finance Committee: Reviews budgets and financial reports and recommends to the Board actions needed to maintain the Institute's fiscal integrity. Oversees risk management for the organization, including development of a risk tolerance statement; review of scenario, recovery and program continuity planning and SWOT analyses; and the establishment of appropriate financial stability targets.

Audit Committee: Provide oversight and guidance regarding the annual financial audit and the internal controls of the Institute. Approves selection of the independent auditor, including reviewing the scope of the audit. Considers comments from the independent auditor and reviews any non-audit services performed by the independent auditor.

Updated November 2020