

Governance Committee: Charter 2017-2018

COMMITTEE CHAIRS:

Maya Nayak (nayak.maya@gmail.com)

Kate Stanley (kastan33@gmail.com)

MISSION:

Oversee and enhance board performance by ensuring:

- Board systems and processes are operating in an effective and well-coordinated manner (including recruitment and committees).
- Committees are operating effectively, as evidenced by the fulfillment of the Committee Chair Roles and Responsibilities.
- Various job descriptions are relevant and current.
- Effective board training both for current and on-boarding board members (including communicating board fiduciary duties as well as other responsibilities).
- Board composition is monitored and recruitment efforts are ongoing.
- Review and response to inquiries regarding board by-laws.
- By-laws are appropriate.

GOALS AND TIMELINE:

September BM (9/25)	-Offer to assign new board member mentors and make the request to mentors to participate in program -Request that committees update charter -Review committee chairs and communicate roles and responsibilities
October	-Check in with mentor-mentees -Discussion regarding recruitment plan for 2018-2019 (e.g. outreach, newsletter communications, reach out to any external organization, any skill set gaps to fill, etc.)
November BM (11/13)	-Discuss board recruitment at board meeting; request current committee needs, potential new member suggestions. -Ask committees to identify needs/plans by January
January BM (1/22)	-Plan February's Get Involved Event with Parent Involvement Committee -Ask board members with terms expiring if they are planning on returning for another term -Governance succession discussion; apprentice committee member as chair or co-chair
February	-Get Involved Event; follow-up with attendees and ask committee chairs to follow-up with those interested in specific committees
March BM (3/19)	-Review potential board members identified through Get Involved Event; committee chairs and other sources. Delegate Governance member to approach prospective by emailing collective and individual board responsibilities document.
April BM (4/23)	-Plan exit interviews.

May	-Annual Meeting -Organize farewell happy hour for departing board members -Prepare for June's new board member orientation -Conduct exit interviews
June BM (6/18)	-Board meeting: Conduct new member orientation -Complete exit interviews

Workload and Meeting Schedule

- Meet approximately every other month
- Approximately 4-10 hours of work each month

Staff Support Required

Staff support needed for wine and cheese recruitment event, annual meeting, new board orientation, and to communicate committee meeting dates and times.

Committee Membership Description

Members of the committee should have some of the following qualifications:

- Experience drafting and administering policies and procedures.
- Connected to the community and PIC.
- Experience in recruiting and training.
- Organizationally minded.

Membership is restricted to board members.