



Meetinghouse Solutions

“Strong Boards, Strong Schools”

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Sample Job Description:

Governance Committee

by Marci Cornell-Feist



Governance Committee

General Purpose

The Board governance committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the school as well as established policies and practices approved by the Board of Trustees. This committee is also responsible for developing and revising Board the Board handbook as needed.

Appointments and Composition

1. Appointments of the chair and members of the Board governance committee shall be made annually by the President of the Board with the advice and consent of the Board in accordance with the Bylaws.
2. The chair of this committee shall be a member of the Board of Trustees.
3. Other members of this committee shall be members of the Board of Trustees.
4. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Analyze the skills and experience needed on the Board.
2. Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws.
3. Develop and review annually the procedures for Board recruitment.
4. Develop an orientation and training plan for new Board trustees and assist in the planning of the annual Board retreat.
5. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.
6. Conduct board education as needed.
7. Coordinate board retreats with the Board chair as needed.
8. Annually conduct an evaluation of the full board and individual trustees.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.
10. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

