



Governance Committee Job Description

Chair: Knowledgeable Board Member

Number of members: 3-4

The Governance Committee monitors actions of the Board and ensures the Board operates in accordance to its bylaws.

The Governance Committee is responsible for:

1. **Overall health and effectiveness of the Board.** The committee can make sure that things are working smoothly and in accordance with the bylaws.
2. **Self-assessment.** The committee can ensure that the Board undertakes an evaluation process each year to monitor its own actions and implement any changes needed.
3. **New member recruitment and orientation.** The committee spearheads the process of identifying and recruiting new talent to the Board and getting them acclimated to the Board policies and processes.

Below are some specific tasks Governance Committee might undertake:

- Create a process to recruit new Board members.
- Create a Board Development Matrix to uncover needed skills and connections.
- Create and implement the use of a written Board Member Agreement.
- Provide orientation to new Board Members to get them acclimated.
- Create and conduct Board self-assessment.
- Enforce attendance policies.
- Conduct Exit Interviews with Board members who are rolling off.