

Governance Committee Description

Purpose

The governance committee is commissioned by and responsible to the board of directors to support the board's work as an effective team in overseeing the organization's functioning. The committee reviews the board's success through periodic self-assessment and develops recommendations to improve the organization's governance and the board's ongoing viability. Areas of responsibility include recruitment, orientation and retention of board members, development of board knowledge and skills necessary to achieve the mission and vision, and promoting leadership among board members. *Meetings are held quarterly (March, June, September, December).*

Composition

The board appoints members to the governance committee. The committee is composed of the chairperson and a minimum of two additional directors. The committee chairperson is a board member selected by the committee members. Non-directors can be appointed to the committee by the Chairperson of this committee with approval from the Board of Directors. The executive director shall be an ex-officio member of this committee.

Role of Chairperson

To provide the leadership and direction in governance to ensure the board can effectively work together towards achieving Bear-Paw's mission and vision. Additional duties include:

1. Check in with Bear-Paw Staff about agenda items and provide an agenda before each meeting to committee members.
2. At the end of each meeting, provide a list of action items and due dates.
3. Check-in and follow-up with committee members on action items for the coming meetings.

Duties of Committee Members

1. With input from the entire board, identify and recruit potential board member candidates.
2. Lead the board in assessing board composition based on the knowledge, skills, abilities, influence, and access to resources needed to accomplish the board's work in implementing the strategic plan.
3. Lead succession planning among board members and officers to ensure the effective, ongoing functioning of the board.
4. Assist the board in updating and clarifying its primary focus areas through review and

updating the strategic plan.

5. Periodically review and update the board's statement of its roles and responsibilities and the expectations of individual board members.
6. Conduct an orientation for new board members to ensure they have the knowledge necessary for effective participation.
7. Conduct interviews of departing board members to gain insight into board functioning and effectiveness.
8. Assess the board's needs as a group to ensure it has the knowledge and skills needed to accomplish its work.
9. Conduct periodic assessments of the board's functioning and develop plans to address identified areas needing improvement.
10. Periodically review and update board policy guidelines and practices.
11. Periodically review committee structure to ensure committee assignments and work align with strategic priorities.