

Sample Governance Committee Charge

What follows is sample language that can be inserted into the bylaws or used as the “charge” of the Governance or Board Development Committee.

The purpose of the Governance Committee shall be as follows:

- Make nominations in accordance with the bylaws for members of the Board of Directors, officers and executive committee members.
- Conduct ongoing examinations of how the Board is functioning and how well it is fulfilling its responsibilities and living up to the organization’s objectives.
- Identify and update board member job descriptions and work to recruit a board that has the skills and expertise needed to meet the organization’s objectives.
- Identify potential board members and maintain information about candidates.
- Establish and regularly update leadership succession plans for key board positions (e.g., board chair, treasurer).
- Ensure that new board members receive appropriate orientation and have adequate materials and understanding of their roles and responsibilities.
- Evaluate board members and determine their eligibility for reelection
- Involve all board members in continuing education throughout their terms.
- Ensure that appropriate communications are taking place in order to keep board members fully apprised of activities.
- Evaluate the bylaws and propose revisions as needed.