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**POLICY CATEGORY: 2. GOVERNANCE & BOARD PROCESSES**

**POLICY TYPE: 2.B. BOARD COMMITTEES - ROLES & RESPONSIBILITIES**

**POLICY TITLE: 2.B.1 *Governance Committee***

Approved by Board of Directors – 8/25/15

**PURPOSE**

To ensure: a) that the composition of the Board of Directors is reflective of Together SC’s needs, b) that the Board operates in compliance with the established bylaws, and c) that Board members remain engaged and productive.  
**Reports to:** Board Chair  
**Staffed by:** The President

**ROLES & RESPONSIBILITIES**

Board Tools and Effectiveness:

1. Ensure compliance at all times with bylaws and update as needed.
2. Review and update as needed Together SC’s committee structure.
3. Develop and oversee implementation of all governance policies and other policies as directed.

Board Composition:

1. Lead the assessment of current and anticipated needs related to board composition, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider in order to accomplish future work.
2. Develop a profile of the Board as it should evolve over time. Identify potential board member candidates exploring their interest and availability for board service.
3. Annually seek nominations of individuals to be elected to the board, bringing a proposed slate to the Board for approval and then to the membership for their vote.
4. For those whose first terms are set to expire, contact each individually to determine his or her interest in serving a second term.
5. In cooperation with the President and the Board Chair, ensure that the Board Member Responsibility Statements are submitted by each Board Member at the beginning of the year, following up with Board Members when needed.
6. Work with each board member to identify the appropriate role he or she might assume on behalf of the organization.

Board Leadership:

1. Take the lead in succession planning, taking steps to recruit and prepare for future Board leadership.
2. Nominate board members for election by the Board as Board officers.
3. Annually review and update the Board’s description of its responsibilities and what is expected of individual Board members, bringing any changes to the Board for approval.
4. Provide advice as needed to the Board chair and other board leaders on steps they might take to enhance board effectiveness

Board Knowledge:

1. Ensure a strong Board orientation program, including providing information prior to election, a session for new board members and other information as needed during the early stages of board service. This should be a consistent process with specific items included in the Board notebook i.e. Bylaws, Annual Budget, board member roster including term dates, GP&BP, Business Plan etc.
2. Continually monitor and work towards Together SC’s compliance with *Guiding Principles and Best Practices*