

Board Development Committee (Governance Committee) Sample Terms of Reference

Purpose

The purpose of the Governance Committee is to ensure that the strengths and deficiencies of the Board are assessed frequently and that recruitment and training are coordinated and directed towards building a stronger, more effective Board of Directors.

Responsibilities

The Governance Committee will ensure that the board of directors is able to govern the organization effectively through:

1. recruiting and nominating suitable board members;
2. providing orientation and training programs for board members, and
3. evaluating the performance of individual members and the board as a whole.

Recruitment & Selection

The Governance Committee will ensure that:

1. the board does not fall below the number of directors required by the bylaws;
2. directors appointed to the board understand and agree with the mission of the organization and the code of ethics for directors;
3. directors appointed to the board understand and agree to the time and participation requirements of board members;
4. directors appointed to the board understand and agree to the financial requirements of board members;
5. elections and appointments to the board comply with bylaws and other legal requirements.

Education

The Governance Committee will ensure that directors are able to discuss, debate, and plan the following from a basis of knowledge:

1. the organization's mission, goals, objectives, programs and services;
2. the organization's budget and financial statements;
3. the roles, duties and responsibilities of the board, committees, individual directors, and the Executive Director.

Evaluation

The Governance Committee will ensure that the board, its committees, and its members are able to plan their activities with knowledge of the achievements, abilities, strengths, and limitations of current directors, staff, and volunteers.

Accountability

The Governance Committee is accountable to the Board of Directors for the following tasks:

1. creation and annual review of a 3-5 year plan for board development based on the strategic plan and the annual board assessment;
2. annual assessment of the board's strengths and weaknesses;
3. ongoing recruitment of members who can augment the strengths and build on the weaknesses;
4. training, coaching, and mentoring for directors to develop their own skills as board members;
5. monitoring the attendance and contribution of members;
6. drafting policies and budgets for board development
7. keeping records of recruitment history: names suggested, who approached, what happened;
8. producing and keeping current, documents needed for recruitment efforts.

Source: Nathan Garber and Associates

http://garberconsulting.com/governance_committee_terms.htm