

## Board Governance Committee

The Board Governance Committee (sometimes known as the Board Affairs Committee or Nominating Committee) has as its primary responsibility assisting the Chair and the Chief Executive Officer of the institution in building and maintaining a strong and effective Governing Board.

The members of the Committee are appointed by the Chair of the Board and include the CEO of the institution. The Committee's responsibilities include:

1. Analyzing the current Board membership and creating for Board approval a profile of the types of individuals the institution needs as Directors/Trustees. In this process, the Committee will consider such attributes as:
  - a. Position in the community/society
  - b. Current Board make-up
  - c. Religious affiliation
  - d. Personality of current Board
  - e. Desired visibility and image
  - f. Desired impact
  - g. Needs and expectations of the CEO
  - h. Age, gender, ethnicity
2. Creating a pool of potential candidates for Board membership
  - a. Carefully researching each person
  - b. Rating each according to potential and profile
  - c. Assigning a member of the Committee and/or Board to each serious candidate for cultivation.
3. Analyzing annually the Job Description of the Governing Board and recommend changes, as necessary and appropriate, to the Governing Board. If a Job Description does not exist, draft one for Board discussion, editing, and approval.
4. Nominating prospective Directors/Trustees for Board membership and preparing the slate of officers of the Board, noting and following the Board's policy on rotation.
5. Assisting the Chair of the Board in making committee assignments.
6. Conducting periodic evaluation of members of the Board by the Committee and by members themselves. Each member should be evaluated according to his/her:
  - a. Understanding and appreciation of the institution's mission and program
  - b. Commitment that has been demonstrated through volunteer service and financial contributions
  - c. Integrity, intuitiveness, intelligence, industry and influence
  - d. Standing within the community and/or institution's constituency that provides additional credibility
  - e. Ability to move the institution in giving and getting the financial resources necessary to underwrite the institution's current and future program
7. Working with the Chair of the Board and CEO in planning Director/Trustee orientation and education.