



GOVERNANCE

2019

Committee Charter

COMMITTEE MEMBERS

Chair	Steven Eng
Board Liaison	Donna Sabo
Members	Theresa Jarvis, Deborah Russo
Staff	Executive Director, Admin (minutes)
Meeting Frequency	Quarterly – Feb, May, Aug, Nov Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair
Committee Type	Standing
Reports To	Board of Directors

COMMITTEE CHARGE

The governance committee shall review and make recommendations on Bylaws and policies to the Board of Directors for approval.

Committee Responsibilities

Committee responsibility changes requires the approval of the Board of Directors.

COMMITTEE TASKS

#	Task	Due Date
1	Review policy revisions proposed by staff, make recommendations to Board, as necessary	Ongoing
2	Provide guidance to the Board regarding governance issues and bylaws interpretations that arise.	Ongoing
3	Draft and propose governance documents to the ED and President, IAW Roberts Rules of Order, as requested.	Ongoing
4	Develop three (3) resources for Board Development: a. Lifecycle of Non-profit Board Organizations & the Evolution of NARA Board Governance. b. Duties and Authority of NARA Directors and Officers. c. NARA Bylaws & Policies: a Board member checklist confirming these documents have been read and understood.	June 30
5	Identify up to 3 GOV policy gaps and make draft recommendations to Board, as necessary.	September 1

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6	Review 1/3 of By-Laws each year to ensure they are consistent with NARA practices and non-profit best practices, and propose revisions to Board, as necessary.	June 30
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QUARTERLY REPORTS

Please provide quarterly status updates to NARA staff using the online survey link provided to the Committee Chair(s) For additional assistance, please email admin@naralicensing.org. Please include progress updates for each of the listed tasks for the committee. Updates are due by the following dates:

January – March update due: 4/12/19	April – June update due: 7/12/19
July – September update due: 10/11/19	October – December update due: 12/13/19