



GOVERNANCE

2020

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	Work with ED to complete development of three GOV policies recommended by 2019 Committee identified as policy gaps: a. Records Management Policy b. Strategic Planning Policy c. Board Self-Evaluation Policy	03/31/2020
5	Review recommendations of a sub-committee of the BOD regarding the status of previously created NARA Committees to ensure accuracy and provide feedback to BOD	03/31/2020

400 South 4th Street, Ste. 754E | Minneapolis, MN 55415 | 888-674-7052



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.	06/30/2020
7	Work with ED to ensure there is a document that lists all current active NARA policies. Make recommendations to ED regarding those that should be available to NARA members and are posted on the NARA website. List and website to be revised as needed.	10/30/2020

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: 04/10/2020	April – June update due: 07/10/2020
July – September update due: 10/09/2020	October – December update due: 12/18/2020