



# GOVERNANCE

2021

## Committee Charter

### COMMITTEE MEMBERS

<b>Chair</b>	Jim Murphy, Executive Director
<b>Board Liaison</b>	Donna Sabo
<b>Members</b>	Deborah Russo, Tom Salow, Steven Eng
<b>Staff</b>	n/a
<b>Meeting Frequency</b>	Every 2 Months – Feb, Apr, Jun, Aug, Oct, Dec Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair
<b>Committee Type</b>	Ad Hoc
<b>Reports To</b>	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 or Board, 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/revision of identified policies: a. Privacy Policy b. Volunteer Confidentiality & Non-Disclosure Agreement c. Board Liaison Position Description d. Treasurer Position Description	04/30/2021
5	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.	08/31/2021

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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](mailto: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: <b>04/09/2021</b>	April – June update due: <b>07/09/2021</b>
July – September update due: <b>10/08/2021</b>	October – December update due: <b>12/17/2021</b>