



GOVERNANCE

2024

Committee Charter

COMMITTEE MEMBERS

Chair	Jim Murphy, Executive Director/CEO
Board Liaison	Michelle Thomas
Members	Kimberly Carpenter Terry Jarvis Alfred Johnson Allison Nyren Debby Russo
Staff	n/a
Meeting Frequency	Fourth Wednesday Quarterly – Feb, May, Aug, Nov 2-3 pm ET Additional work may be completed by committee members outside of formal meetings, as coordinated by committee Chair
Committee Type	Ad Hoc
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	Work with ED to review, develop, and/or revise identified policies: a. Nominations (August 28, 2017) b. Board of Directors Self Evaluation (September 01, 2020) c. Records Management (July 07, 2020) d. Strategic Planning (September 01, 2020) *Ensure policies are reviewed at least every 5 years.	05/31 05/31 08/31 08/31
2	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. e. Articles I - IV	11/30
3	Review policy revisions proposed by staff or Board, make recommendations to Board, as necessary	As Needed
4	Provide guidance to the Board regarding governance issues and bylaws interpretations that arise.	As Needed



5	Draft and propose governance documents to the ED/CEO and President, IAW Roberts Rules of Order, as requested.	As Needed
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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: 04/05	April – June update due: 07/05
July – September update due: 10/04	October – December update due: 12/20