



# GOVERNANCE

2025

## Committee Charter

### COMMITTEE MEMBERS

<b>Chair</b>	Jim Murphy, Executive Director/CEO
<b>Board Liaison</b>	
<b>Members</b>	
<b>Staff</b>	n/a
<b>Meeting Frequency</b>	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
<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 require 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. Privacy Disclosure Policy b. Refund and Credit Policy c. Financial Management for Reserve Funds and Investment Policy d. Volunteer Confidentiality and Non-Disclosure Agreement Policy *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 V - VIII	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](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: 04/04	April – June update due: 07/11
July – September update due: 10/10	October – December update due: 12/19