



GOVERNANCE

2026

Committee Charter

COMMITTEE MEMBERS

Chair	Jim Murphy, Executive Director and CEO
Board Liaison	Jim Murphy
Members	Etta Lappen-Davis, Kenya Campbell, Nicole Schneider, Debby Russo, Larry Hosch
Staff	n/a
Meeting Frequency	Fourth Wednesday Semi-Annually – May, 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 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. Code of Ethics for Regulators b. Code of Ethics for Board of Directors c. Ethics d. Audit and Financial Planning e. Board Travel *Ensure policies are reviewed at least every 5 years.	5/31 5/31 5/31 11/30 11/30
2	Review 1/3 of By-Laws each year to ensure they are consistent with NARA practices and not-for-profit best practices, and propose revisions to Board, as necessary. f. Articles IX - XIII	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



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	April – June update due: 07/10
July – September update due: 10/9	October – December update due: 12/18