



# GOVERNANCE

2023

## Committee Charter

### COMMITTEE MEMBERS

<b>Chair</b>	Jim Murphy, Executive Director
<b>Board Liaison</b>	Donna Sabo
<b>Members</b>	Patricia Bolton, Debby Russo, Steven Eng, Eva Laguerre, Margie Zelenak
<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	Work with ED to review, develop, and/or revise identified policies: a. Ethics (August 28, 2017) b. Committee Appointments & Designations (February 08, 2018) c. Norris E Class Fund (August 28, 2017) d. Position Papers, White Papers... (December 05, 2018) e. Signature (November 11, 2017) f. Whistleblower (August 28, 2017) *Ensure policies are reviewed at least every 5 years.	03/31  06/30 06/30 09/30 09/30 11/30
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. a. Articles IX - XIII	09/30
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 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](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>04/07</b>	April – June update due: <b>07/07</b>
July – September update due: <b>10/13</b>	October – December update due: <b>12/15</b>