

GOVERNANCE/NOMINATING COMMITTEE

Typical responsibilities assigned to the Governance Committee include:

- Making recommendations to the Executive Committee on governance policies, practices and procedures related to nonprofit organizations, and for monitoring compliance with nonprofit governance regulations. Accordingly, it provides prudent and timely guidance to the Executive Committee.
- The Governance Committee also serves as the Nominating Committee.

The Governance/Nominating Committee is made up of five (5) to seven (7) members appointed by the President, and may include:

- A Chair
- The President
- The immediate Past President
- The Vice President

Each year the Governance/Nominating Committee [henceforth Governance Committee] must submit to the Executive Committee and subsequently, after approval by the Executive Committee, to the membership, its nominations for the officers and two members of the Admissions Committee to be elected that year, at least two weeks before the date of the Annual Meeting. Suggestions for all the offices may be made by any member, in writing to the chair of the Governance Committee, at least three months before the date of the Annual Meeting. The election of the President, Vice President, and Treasurer is by membership vote at the Annual Meeting every second year. The election of the Secretaries shall also be by membership vote at the Annual Meeting, every second year, when there is no election of the other offices. The term of all offices is for two years.

Other duties of the Governance Committee include:

- Periodic review of the By-Laws and proposed amendments.
- Review of Committee Structure and procedures.

The committee may meet from time to time throughout the year.

Governance/Nominating Chair

The Governance Chair should call periodic committee meetings throughout the year to review club operations and other governance needs.

Before calling a committee meeting to discuss nominations, the chair should meet with the current President. If the Presidency is turning over, then the Vice-President should be included in discussions. It is important to have a plan for filling not only Offices but also major committee chair positions, with consideration of succession planning. Presenting the Executive Committee with a slate of recommended candidates to fill officer positions is the responsibility of the Governance Committee. Responsibility for appointing all

Committee Chairs is the responsibility of the President. It is never too early to start this process.

The Governance Chair should call a meeting in January to start the Nominating process. She provides committee members with the list of offices to be filled and follows up on recommendations by the committee repeating the process until all positions have been filled. The Admissions positions are for a 3-year term. Two of the six members of Admissions rotate off each year and must be replaced. The Chair makes the calls to those being asked to serve on the Admissions Committee, being reminded to retain at least one person on the committee who has been a member for several years who can serve as Chair.

The Governance Chair must proof information in the Program Book against the Slate presented and voted in at the most recent Annual Meeting, including members elected to the Admissions Committee.

At the end of each program year the Chair is responsible for preparing a year-end report of the activities of the committee to be presented at the Annual Meeting. This should be provided to both the President and the Recording Secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. A hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copies of other materials to be archived.