

Sisters of St. Joseph of Carondelet
St. Paul Province

Ministries Foundation – Governance Committee Charter

PURPOSE

The Governance Committee is commissioned by and responsible to the Ministries Foundation Board of Directors. The Committee's purposes are: to ensure board effectiveness, maximum participation and performance; to recommend new board members in a timely fashion; to ensure board and organizational policies are being observed; to implement board development and growth opportunities throughout the year; to ensure all board members receive orientation; to recommend changes in the by-laws; and to annually recommend a slate of officers to the board for approval.

MEMBERSHIP

The Governance Committee consists of the Executive Director, the Board Chair, and at least two additional Board members, one of whom is a Sister of St. Joseph to be appointed by the Board Chair in consultation with the Executive Director.

MEETINGS

Meetings will be scheduled at least four times a year, and as often as needed.

RESPONSIBILITIES

Board Composition and Development

- Assess the board's current composition and identify skills and needs.
- Recruit and develop an effective board that fulfills its legal, ethical, and functional responsibilities in accordance with Ministries Foundation's mission and strategy.
- Orient and involve new board members with board officers and executive director.
- Conduct an annual board self-assessment survey, present findings to the board, and implement appropriate changes as required.
- Present the recommendations for new board members and officer slate.
- Monitor board members' level of participation.
- Educate and keep Board members abreast about the Ministries Foundation.

Board Governance

- Review the size and structure of the board periodically including updating the Committee Structure and Committee Charters.
- Conduct periodic reviews of the Bylaws and recommend changes when needed.

Board and Internal Policy

- Maintain and update Board of Directors' Policy Manual as required.
- Establish and implement internal policies and procedures to protect and preserve the organization's important documents and business records.
- Establish and implement policies and procedures that enable individuals to come forward with information on illegal practices or violations of organizational policies.