

**Sisters of St. Joseph of Carondelet  
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; and
- 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; and
- Conduct periodic reviews of the Bylaws and recommend changes when needed.

## **Board and Internal Policy**

- 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; and
- Alternate reviewing the Policy Manual and the Board Handbook every other year.