

## **Governance Committee Cornerstone Montessori Elementary School**

### **General Purpose**

The Governance Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Director recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the school as well as established policies and practices approved by the Board of Directors.

### **Appointments and Composition**

The Governance Committee shall be chaired by a member of the Board. Additional committee members will include both directors and non-directors appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.

### **Responsibilities**

1. Analyze the skills and experience needed on the Board.
2. Create a short and long-term board recruitment strategy.
3. Work with Board Chair and Head of School on a succession plan for Board Officers.
4. Recruit individuals to serve as members of the Board and develop a slate of nominees for Board positions in accordance with the procedures outlined in the bylaws.
5. Develop an orientation and training plan for new Board members.
6. Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.
7. Develop and revise as needed a Board member handbook outlining the responsibilities of the Board and individual Board members, Board policies, and other relevant information.
8. Conduct board education as needed.
9. Create specific measurable board-level goals for the year as part of the full Board planning process.
10. Regularly evaluate the effectiveness of Board meetings, and make recommendations for improvement to the chair and the full Board as needed.
11. Annually coordinate an evaluation of the full Board and individual members.
12. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.
13. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.
14. Develop Board policies as needed.
15. Review and update all policies on a regular basis or as needed.

*Approved 6/27/2011*

*Revised 9/25/2019*