



Neighbors Link Board Committee Procedural Guidelines

Governance Committee Recommendation to Board of Directors at April 25, 2022 Meeting

Last update: April 14, 2022 *APPROVED BY BOARD OF DIRECTORS on April 25, 2022*

Committee Structure	Committee Chair	Committee Members	Governance Committee Role	Board Approval Req'd
Objective: Engage board members, utilize their skills, ensure equitable distribution of board work, ensure all board members have a voice, develop future leadership for board, Goal: establish a systematic approach for assigning and rotating committee chairs and committee members				
1. Appointing board members to committee positions	Board Chair in consultation with Governance Chair and ED proposes committee chairs to Governance Committee, and works to build consensus within governance committee to appoint committee chairs. Treasurer will serve as Chair of Finance committee.	Governance committee selects committee members, Committee chair does not select own committee members but can certainly suggest. See soliciting board member feedback section. Governance Chair will inform committee chairs of a potential new committee member prior to board vote.	Governance committee assigns board members to committees, reviews committee membership annually, and dedicate <u>one meeting a year</u> to the topic of committee membership.	Board approves all committee members and committee chairs.
2. Soliciting board member feedback on areas of interest		Governance Committee suggests committee assignment to each board member based on needs of the organization and solicits feedback from board member on assignment.	Governance Committee discusses best fit for board members and shares this with each board member and then discusses his/her area of interest one on one	
3. Executive Committee	Board chair serves as the chair of Executive Committee	The Executive committee is not included as a committee when determining the number of committees board members can serve on.		

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4. Number of committees board members serve on	Committee chairs typically serve as chair of one committee	Board members serve on at least one committee and up to 3 committees, unless otherwise determined by governance. Executive Committee is not included in the number of committees board member serves on. Audit and finance Committee count as one committee for this purpose		
5. Number of board members on each committee		Goal is to keep number of committee members at 5 members per committee, Executive Committee has 4 members	From time to time, Governance may determine to deviate from 5 board members per committee.	
6. Number of years of service on a committee	Term Limits: 4 years of service, can be flexible as needed, especially when specific skills are required for the assignment.	Term Limits: 4 years of service, based on board member interest/engagement/ skills. Term begins again if a board member becomes chair of the same committee. Board members can request to be reassigned at any time		
7. Process for creating a new committee - for new projects, process should emphasize use of an existing committee as often as possible	All Chairs should make efforts to work with the whole committee. If the Chair of a committee sees a need to segment the work of the committee, Working Groups should be utilized within the committee. Committees do not create a sub-committee or new committee.		Governance committee determines need and if a new committee is required, Governance recommends this to the board.	Approved by Board
8. Operation of an adhoc committee: purpose to address short term need, can be a smaller committee, and not included in total number of committees board members can serve	Board Chair, Chair of Governance and ED will recommend a Chair of the ad hoc committee to the Governance Committee.	Governance committee will select committee members	Ad Hoc committees can only be created by Governance	Approved by Board

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9. Developing committee charters	Accepts charter when assuming position as chair and provides input to Governance on Charter		Writes and assigns the charter/job description for each committee and distributes to committee chair. Charters will serve as a long term committee plan	Board approves the Charters (not a legal requirement, but recommended)
10. Developing committee goals	Determines annual goals with committee to achieve the mission set forth in the charter	Determines and approves annual goals to achieve the mission set forth in the Charter	Goals are provided to Governance to address issues of duplication or overlap on committees.	Goals are shared with board
11. Chair of Board role on committees		Chair of Board serves as ex officio on all committees may serve on up to 3 committees as a voting member, and ex officio membership is not included in the number of committee members on the committee		