



## GOVERNANCE COMMITTEE

### Governance Committee Description and Duties

The Governance Committee is a four member committee made up of the officers of the board.

Duties include:

- Making policy and procedural recommendations to the board .
- Review state and federal regulatory requirements to ensure compliance.
- Review smaller agenda items that would otherwise be a formality and/or are time sensitive. These may include awarding demolition bids or quotes as needed, reviewing invoices to be paid, and following up on board directed tasks.
- Review those more complicated topics or board agenda items that require additional pre- or post-meeting discussion, with the goal of bringing a recommendation to the full board for approval.

### Governance Committee Meetings

The Governance Committee routinely meets monthly, generally 1-3 weeks before the general board meeting, except for the months of November and December, unless otherwise deemed necessary.

## NOMINATING COMMITTEE

### Nominating Committee Description and Duties

The Nominating Committee is made up of three members appointed by the Board Chair.

Duties include:

- Selecting nominees for election
- Assisting in recruiting the best candidates for the board of directors.

### Nominating Committee Meetings

The Nominating Committee Meeting will occur at least twice yearly, once at the beginning of the year to review any existing or upcoming needs, and once before the annual elections, typically held in April or May. Additional meetings may be scheduled as needed.

### **PERSONNEL COMMITTEE (Proposed)**

#### Personnel Committee Description and Duties

The Personnel Committee is made up of three members appointed by the Board Chair, with no more than one member also serving on the Governance Committee.

Duties include:

- Consult with the Executive Director about staffing requirements and make recommendations to the board as needed.
- Coordinate with the Executive Director to develop and maintain a personnel policies and procedures manual containing, but limited to the following:
  - Job descriptions for each paid employee
  - Organizational charts
  - Policies for recruiting, interviewing, hiring and terminating employees
  - Salaries and benefits
  - Preparation and maintenance of personnel files for each employee
- Establish performance standards for evaluating the Executive Director's performance, and for making salary recommendations.
- Meet with the Executive Director to review annual performance ratings of staff and recommendations for salary adjustments and present the recommendations to the General Board for approval.

#### Personnel Committee Meetings

The Personnel Committee Meeting will occur at least twice yearly, once at the beginning of the year to review any existing and upcoming needs, and once before the budget approval for the upcoming year, typically held in September or October. Additional meetings may be scheduled as needed throughout the year.