



Governance and Policy Committee Charter

This charter is intended to establish guidelines for the Governance and Policy Committee of Achieve Brown County, a standing committee. It is the intent of every Achieve Brown County (ABC) committee to elevate our community to encourage that thoughts, ideas, and perspectives of all individuals are valued, diverse communities and abilities are represented within each committee makeup, and individual identities are represented within each committee.

I. Purpose of the Committee

The Governance and Policy Committee supports ABC through creation, amendment, and review of institutional bylaws, policies, and processes. The committee will ensure compliance with these documents and processes and work to identify and reduce risks to compliance and ABC operations. The responsibilities of this committee include, but are not limited to:

- A. Oversee board compliance with organization's charter and bylaws.
- B. Review and update the organization's bylaws periodically to keep policies and procedures up to date.
- C. Periodically review the governing documents of the organization and whether they are consistent with actual or desired organizational practices, amending such governing documents as necessary.
- D. Develop and review other governance policies to guide effective oversight and thoughtful planning.
- E. Help to review and approve policy changes suggested by the Executive Director.
- F. Collaborate with the Executive Director to evaluate and ensure affiliate and/or accreditation standards are met.
- G. Ensure timely and compliant elections of board members and officers.
- H. Review any perceived, actual, or potential conflicts of interest involving individual board members.
- I. Evaluate structure and processes for potential organizational operating risks, report on them, and work with the Executive Director to implement solutions.

II. Collaboration with the Board of Directors and other committees

- a. The committee chairperson may make reports on significant activities at Board and Officer meetings.
- b. In the event of a serious or urgent situation, the committee chair may request an Officer meeting to review the situation.
- c. Work in partnership with the Executive Director and other committees on joint objectives as needed.

III. Commitment and Expectations

- a. The committee will meet a minimum of quarterly, with up to two additional meetings as needed.
- b. Chair/Co-Chairs:
 - i. Align on goals with Executive Director and Board Chair.
 - ii. Establish a plan and timeline to achieve goals. Report on progress.
 - iii. Record meeting minutes, including action items.
 - iv. Ensure member accountability to action items and commitment to the committee expectations.
 - v. Cultivate relationships with and onboard new committee members.

IV. Committee Members

- a. The committee will be led by a chair or co-chairs, one of which must be a member of the board of directors.
- b. Membership of the Achieve Brown County Governance and Policy Committee should include individuals who represent backgrounds, knowledge, skills, and experiences including but not limited to:
 - i. Human resources
 - ii. Legal
 - iii. Executive non-profit management
 - iv. Policy development and application

V. 2024 Goals

- i. Update bylaws to reflect the new organizational structure.
- ii. Support revision and adoption of employee handbook.
- iii. Develop and schedule a risk assessment of the organization.

Initial Adoption: 8-13-24

Approved as revised: *not yet revised*