



Approved By: Board of Directors	Effective Date: 4/21/2017
Last Revision Date:	
Policy Name : (BOD) Governance and Administration Committee Charter	

Governance and Administration Committee: Purpose

To ensure that the board meets its legal, ethical, and functional duties related to corporate filings, financial management, policy development, review, implementation and oversight. Supports activities related to financial management and reporting and board education, monitoring of board activities, and evaluation of board members' performance.

Responsibilities

1. Develops and recommends policies and procedures to the board related to governance, financial and administrative activities.
2. Creates, updates and distributes board manual
3. Provides orientation and training programs for board members
4. Prepares and presents a slate of officers and board members to the general membership
5. Conducts an annual self-evaluation of the board as a whole
6. Leads a strategic planning process and track results
7. Reports on financial activity to the full board
8. Monitors the financial activities as completed by the Treasurer
9. Regularly reviews the organization’s revenues and expenditures, balance sheet, cash flows, investments, and other matters related to its continued solvency
10. Develops the annual budget and submits to the Board for approval
11. Provides stewardship of the organizations assets
12. Completes the 990 and ensures annual filing
13. At completion of term provides adequate transition to new Committee
14. Turn over to committee successors all records and/or property immediately upon completion of term or resignation prior to completion of term

Policies and Key Documents

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| 1. Conflict of Interest Policy and Disclosure Form | 6. Bylaws |
| 2. Document Retention and Destruction Policy | 7. 990 (postcard for under \$50,000 or EZ) |
| 3. Whistleblower’s Policy | 8. Corporation Commission |
| 4. Financial Control and Oversight | 9. Strategic Plan |
| 5. Board Manual and Orientation | 10. Budget |

Key Metrics

- \$ in and out
- Budget vs. Actuals
- Strategic Plan Targets
- # of Board Members and Vacancies
- Policy Review Schedule