

Committee Charters Field Guide

by Michael Healy

All board committees should have a charter – a description of the committee’s purpose and authority.

One person, generally the board secretary, should have primary responsibility for drafting charters as directed by the board. This helps the board have a consistent approach for how charters are written.

Committee charters should include:

- The lifespan of the committee (An ad hoc committee should exist only as long as the job requires. In general, a standing committee should be re-chartered on an annual basis.)
- An outline of the committee’s job
- The board’s expectation about committee reports
- Any resources the committee is authorized to use
- Names of committee members and chair

The board should have a policy that provides an overarching guide for all committees, and should review all committee charters at least once a year, typically in conjunction with monitoring the board’s policy about committees or just prior to making committee assignments.

The committees described on the next pages may not be necessary or appropriate for every board. The sample charters are not intended to be recommendations for which committees to have, nor for the actual work of the committee; they are presented simply as a way to show how a straightforward format can be adapted to fit a variety of needs.

COMMITTEE CHARTER (SAMPLE)

Committee: Board Perpetuation

Date Chartered:

End of Term:

Chair:

Members:

The job of the Board Perpetuation Committee will be to:

1. Identify and recruit well-qualified board members according to board policy Dx—Board Perpetuation.
2. Develop an application and orientation process.
3. Develop the materials for an application packet (for candidates), and an expanded list for a thorough orientation packet (for newly elected directors). Regularly check the materials to see if they are up-to-date.
4. Meet with prospective candidates as part of the orientation/application process.
5. Ensure that the board follows its nomination and election timetable.
6. Monitor the bylaws as they relate to nominations and elections.
7. As directed by the board chair, provide a brief verbal or written report to the board about the activities of this committee.

COMMITTEE CHARTER (SAMPLE)

Committee: Owner Engagement

Date Chartered:

End of Term:

Chair:

Members:

The job of the Owner Engagement Committee will be to:

1. Plan the board's engagement activity for the Annual Owners' Meeting
 - a. As necessary, coordinate this work with the GM's AOM planning work.
2. Implement the board's strategic linkage plan.
 - a. For 2016, the focus of this plan is to educate owners about bylaw revisions so that owners can make an informed vote on these revisions.
3. As directed by the board chair, provide a brief verbal or written report to the board about the activities of this committee.



COMMITTEE CHARTER (SAMPLE)

Committee: Board Education

Date Chartered:

End of Term:

Chair:

Members:

The job of the Board Education Committee will be to:

1. Craft an annual education plan for the Board, based on the Board's stated priorities.
 - a. For July 2016 through June 2017, the focus of this education should be expansion and children's/community health.
2. Gather educational resources (articles, books, speakers, videos, etc) that will help the Board learn about our priority topics.
3. As directed by the board chair, provide a brief verbal or written report to the board about the activities of this committee.

COMMITTEE CHARTER (SAMPLE)

Committee: GM Evaluation

Date Chartered:

End of Term:

Chair:

Members:

The job of the GM Evaluation Committee will be to:

1. Keep track of GM monitoring throughout the year in a "checksheet" format that makes it easy for the whole board to review.
2. Develop whatever procedures and timelines are necessary so that the board can complete the GM's annual evaluation in accordance with Policy D2.1 and D4.5.
3. At least 2 weeks before the October board meeting, submit the monitoring summary checksheet and any other useful and relevant document to the president and secretary.
4. Following the board's conversation in October, write a draft of the letter that the board will give to the GM summarizing the evaluation.
5. As directed by the board chair, provide a brief verbal or written report to the board about the activities of this committee.

