



JOB DESCRIPTION

JOB TITLE: Governance Committee

DATE: February 22, 2018

REPORTS TO: AOS Board of Trustees

Job Summary

The Governance Committee is responsible as defined in the Bylaws for assisting the Board in defining its competency needs and developing the criteria to be used by the Nominating Committee for the selection of future members. The committee is also responsible for arranging Board assessments and development, for reviewing the Bylaws, developing policies and procedures as requested by the Board, and for providing orientation for Board members, committee chairs, and other volunteers.

(Ref: Bylaws 3.2, 6.1.4)

No person, unless provided otherwise by the Board, shall serve as chair of any committee for more than four (4) consecutive years (Ref. By-Laws 6.1).

DUTIES & RESPONSIBILITIES:

- Develops and manages implementation of policies and procedures and job descriptions as required by and approved by the Board, (except the Handbook on Judging which is managed by the Judging Committee and financial policies developed by the Finance Committee).
- Assists the Board in defining its competency needs
- Assists the Board in developing the criteria for the selection of future board members, including the list of eligible Board members.
- As requested, provides an action calendar for the Board activities
- Reviews the Bylaws and recommends needed changes
- Provides orientation for Board members
- Provides orientation for committee chairs and other volunteers as required
- As appropriate, develops and creates the instruments for Board assessments and development, including:
 - Board self-assessment
 - Board peer review
 - Education on board effectiveness
- Ensures updates to Bylaws, policies, procedures and job descriptions are published on the web in a timely and transparent manner and are kept current

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DUTIES OF THE CHAIR OF THE GOVERNANCE COMMITTEE

- Chairs meetings of the committee
- Ensures minutes of Committee meetings are distributed to all Committee members
- Reports to the Trustees and to the members at biannual Members meetings
- Serves as the point person for the committee to communicate questions and concerns to the Board
- Represents the Committee at meetings of AOS Committee Chairs
- Supervises all aspects of the committee's work .

Approved by the Board, August 25, 2016
Amendment approved by the Board to add web information update responsibilities, February 22, 2018.