

## USHJA POLICY STATEMENT

**Subject: Governance Charter**

**Policy Number: COM110**

**Date of Board Adoption: May 18, 2020**

**Board Approved Effective Date: May 18, 2020**

### Governance

The Governance Committee is a Standing Administrative Committee that reports to the USHJA Board of Directors. Members shall serve terms of four years *and are appointed by the President.*<sup>1</sup>

The work of the Governance Committee supports the USHJA mission, which is to serve our members through educational programs, awards and recognition, communication and rules.

The committee's goals are to:

- Increase Board and Committee participation, output, and volunteer satisfaction
- Improve Board and Committee orientation processes, education, and culture
- Examine Board composition and activities to ensure alignment with the USHJA mission and vision

The purpose of the Governance Committee is to review the governance structures and practices of USHJA to improve the education, communication, and efficacy of the Board and Committees.

Governance Committee Responsibilities:

- Develop a recruitment strategy for Board of Directors, Officers, and Committees while taking into account desired skill sets and diverse perspectives; *creating the skill matrix for Board seating; writing job descriptions for the various Board seats.*<sup>1</sup>
- Identify and recruit candidates for the Board, Committee and Officer positions consistent with developed strategy.
- Develop and ensure appropriate implementation of a Board, Committee, and Officer Orientation program and an onboarding strategy which emphasizes appropriate respect for diversity, inclusion, and equity.
- Develop and implement a plan for ongoing education of the Board, Committees, and Officers, and continually strengthen the bonds among such individuals to encourage independent expression of ideas and collaborative decision making.
- Periodically review the defined and adopted mission and vision statements of the organization to ensure that they are consistent across documents and activities.
- Periodically review the governing documents of the organization to ensure that they are consistent

with applicable laws and actual or desired organizational practices; amend such governing documents, as necessary.

- Develop and review other governance policies to guide effective oversight and thoughtful planning.
- Review the performance of the Board and Committees, including the effectiveness of meetings, and make recommendations toward improvement of board practices.
- Hold at least one meeting annually.