



Governance and Leadership Committee

The governance and leadership committee is responsible for ongoing review and recommendations to ensure the quality and efficacy of the board of directors and members of operating committees. The composition of the committee is described in the bylaws of Habitat for Humanity of Franklin County. The committee shall elect a chair, meet at least once per month, and keep a record of all activities and decisions. The work of the committee revolves around five major areas.

1. Board and committee roles and responsibilities

- Lead the board in regularly reviewing and updating the board's description of its roles and areas of responsibility and what is expected of individual board members (e.g., Board Member Job Description).
- Monitor the activities of the Board of Directors to ensure compliance with the bylaws and recommend and execute changes to the bylaws from time to time as deemed prudent by members of the committee.

2. Board and committee composition

- Develop and maintain the Desired Board Profile, which describes the optimal makeup of the Board of Directors, in order to reflect the talent, skill, knowledge, influence, gender, age, ethnicity, background, geographic, and religious diversity necessary for a strong and vibrant Board of Directors. Bring suggested changes to the Desired Board Profile to the Board of Directors for approval from time to time as the needs of the organization evolve.
- Catalog the skills and talents of the directors and keep the directors apprised of the Board's "talent inventory".
- Identify potential board member candidates and explore their interest and availability for board service, based on the Board Profile. Likewise, identify potential committee members.
- Provide potential new board and committee members (prior to their decision to be nominated for election to the board or appointment to a committee) with information about the organization, board/committee member engagement expectations, and possible opportunities for them to contribute to the work of the organization.
- Present a slate of nominees for directors to the current Board of Directors at its November meeting each year.
- Contact each current board member (in cooperation with the board chair) eligible for re-election to assess his or her interest in continuing board membership and work with each board member to identify what he or she might be able to contribute to the organization.
- Maintain records of recruitment efforts to ensure continuity of recruitment efforts from year to year
- Ensure confidentiality of recruitment materials and prospective director/committee member personal information.

3. Board and committee development

- Provide new board members with information and support. Assign each new member a "Board Buddy" mentor who will assist the new board member in becoming comfortable and confident as a new director.
- Design, plan and conduct the yearly Orientation for New Board Members. This event is to take place within thirty (30) days of the annual meeting in January. Directors elected to fill mid-term vacancies shall likewise be provided an Orientation for New Board Members by this committee.
- Design and implement an ongoing program of board/committee development, to include helping board members define and codify their expected contributions to the board (time, tithe, and talent), providing

opportunities for learning new skills, and assisting board/committee members with staying current regarding organizational policies

4. Board and committee effectiveness

- Initiate periodic assessment of the board's performance, and propose, as appropriate, changes in board structure and operations
- Provide ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness
- Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and so on, and suggest needed improvements
- Conduct an annual review of the board's bylaws, committee descriptions, and board member job descriptions. Bring suggested changes of said documents to the Board of Directors for approval and ensure appropriate distribution and cataloguing of updated documents.

5. Board leadership

- Take the lead in succession planning, taking steps to recruit and prepare for future board leadership
- Present a slate of nominees for appointment of principal officers of the corporation from among the current directors and recommending chairpersons for the other committees, should those committees have chairperson vacancies;

6. Logistics

- Submit a monthly report of its activities to the Board of Directors one week prior to each monthly meeting of the Board of Directors. This report is to include a summary of its efforts to identify potential board members with a passion for the mission of Franklin County Habitat for Humanity and any concerns deemed important to bring to the attention of the Board of Directors
- Develop and maintain an annual calendar of events and activities that provide direction and clarity to the committee's efforts.
- Submit an annual operating budget to the Board of Directors at its April meeting each year.
- Attend (committee chair) quarterly Committee Chairs' Roundtable meetings.
- Intersect (primarily, but not necessarily exclusively) with the following committee(s):
 - Fundraising/Resource Development (to identify possible major donors from among potential board candidates)

Adapted from the work of Fred Miller, Chatham Group, Inc. www.chathamgroup.com and Purposeful Boards, Powerful Fundraising presented by Board Source and The Fundraising School Published by The Center on Philanthropy at Indiana University