

## GOVERNANCE COMMITTEE MEMBER

**Reports to:** Governance Chair

**Appointed:** By the General Chair with the advice and consent of the Board

**Term:** 4 years

The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors at the first Board of Directors meeting that takes place after September 1 each year.

**Duties and Responsibilities** as outlined in the bylaws:

- To assist in periodic evaluation of the mission and vision statements and the Bylaws of NESI
- To aid in the development of operating policies regarding conflict of interest (Board and staff), document
- Retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc
- To aid in the development of personnel practices procedure including job descriptions and annual review of staff
- To ensure that the Board's focus remains on the strategic plan
- To aid in the development of expectations and processes for accountability of Board members
- To develop criteria for the qualities and required characteristics of Board officers
- To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members
- To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed
- To publish the slate of candidates to the NESI membership at least twenty (20) days prior to the election
- Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates
- To design and implement Board orientation and an ongoing program of Board education and development
- To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness
- May attend all Board of Directors meetings
- Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: *"Provide opportunities for all to achieve their highest potential in competitive swimming."*