



## GOVERNANCE AND PERSONNEL COMMITTEE CHARTER

### **Purpose**

The Governance and Personnel Committee (Committee) is a standing committee whose purpose is to assist International Council (IC) in:

- Measuring the quality of its performance as well as the performance of its committees.
- Designing and overseeing a process of board orientation and continuous education.
- Reviewing and updating specified working documents.
- Recommending for approval the individual compensation for Gamma Phi Beta's executive director.

### **Objectives and Responsibilities**

#### *Committee Oversight*

- Oversee all standing and special committees and task forces.
  - Develop all committee charters.
    - Facilitate the annual review of all charters.
    - Recommend changes to charters to IC.
  - Develop all task force charges.
  - Recommend to IC nominees for appointment to each committee, including the chairwoman of each committee if not already specified in the committee charter. Recommendations should consider the specific committee duties and responsibilities of the committee and the experience and qualifications of the proposed members.

#### *Board Orientation and Education*

- On or before the first month of the biennium, develop and conduct an on-boarding program for slated and elected IC members
- Deliver continuous education for IC in all areas of governance, including fiduciary, strategic and generative topics, on a regular basis and as needed in response to the self-evaluation process.

#### *Self-Evaluation and Working Documents*

- Develop and conduct a board self-evaluation midway through each biennium.
- Develop and conduct the annual self-evaluation of performance for all standing and special committees.
- Review IC's expectations and guidelines annually.
- Review IC's plan of work annually.

#### *Oversight of Executive Director*

- Determine the annual compensation package for the executive director.
- Develop and conduct the annual executive director performance review in accordance with the process for Gamma Phi Beta staff performance evaluations.
- Work with the executive director to develop short- and long-term performance goals.

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- Work with the International President to coordinate the hiring of a new executive director, in the event of a vacancy in the position.
- Participate in Gamma Phi Beta executive succession planning discussions.
- Perform other duties and responsibilities that may be assigned.

## **Committee Composition**

The Committee shall consist of:

- International President
- Vice chair of IC
- One other member of IC
- -Executive director

The Committee shall select a chairwoman of the Committee each biennium. Each Committee member from IC shall serve on the Committee for the length of her current term on IC.

## **Operations**

- The Committee will meet as often as it deems necessary to carry out its objectives and responsibilities, but in any event not less than six times per year. The Committee must have a majority of its members present to conduct a meeting.
- The chairwoman shall preside over meetings of the Committee.
- Meetings shall occur via conference or video call. When deemed appropriate by IC, the Committee may meet in person.
- The Committee will report to IC on the activities of the Committee as often as it deems necessary to carry out its objectives and responsibilities, but in any event not less than four times per year.
- The Committee may form and delegate to one or more working groups all or any portion of the Committee's responsibilities, provided that no working group shall consist of fewer than two members.
- The Committee shall review and assess its performance annually using the same form and process it uses for all other Gamma Phi Beta committees.
- The Committee shall review and assess annually whether the charter appropriately addresses the matters that are or should be within its scope and, if appropriate, recommend changes to the charter to IC for approval.

## **Date of Adoption**

This charter was adopted by IC effective July 22, 2021.