

## **Governance and Personnel Committee Charter**

### **Mission**

The Governance and Personnel Committee (Committee) is a board committee determined by International Council (IC) to assist IC in the oversight of (a) annual self-evaluation; (b) on-boarding of slated and elected IC members; (c) continuous education of IC members in the areas of fiduciary, strategic and generative governance; (d) review of specified working documents; and (e) with personnel issues concerning the executive director and staff material benefits changes. Authority will be granted to members of this Committee by Board Resolution.

### **Authority and Responsibilities**

#### *Governance*

1. Develop and conduct an annual board self-evaluation.
2. Develop and execute annual self-evaluation of performance for all standing and special committees.
3. Facilitate the annual self-review of standing and special committee charters with the assistance of the Bylaws chairwoman as needed. As a committee, consider any recommended changes to committee charters for recommendation to International Council.
4. Review IC Working Rules annually and as needed in consultation with the Bylaws chairwoman.
5. Review the IC Plan of Work annually.

#### *Board Orientation and Development*

1. On or before the first month of the biennium, and as needed, develop and conduct an on-boarding process and education for slated and elected IC member(s).
2. 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.

#### *Personnel*

1. Determine the annual compensation package for the executive director (ED).
2. Develop and conduct the annual ED performance review in accordance with the process for International Headquarters staff performance evaluation.
3. Based on the annual performance review, work with the ED to develop short- and long-term performance goals.
4. In the event of a vacancy in the ED position, work with the International President to coordinate the hiring of a new ED.
5. Participate in International Headquarters executive succession planning discussion.

### **Organization**

#### *Review of Charter/Performance*

This charter shall be reviewed and reassessed by the Committee at least annually, and proposed changes shall be made as necessary. In addition, at least annually, the Committee shall evaluate its performance.

#### *Membership/Structure/Quorum*

The Committee will include three IC members, one of whom shall be the International President. The Committee shall select a chairwoman of the Committee each biennium. All IC members on this Committee shall have voting rights. The ED of the Sorority shall serve as an ex-officio, non-voting

member of the Committee for all matters excluding the ED's performance review. From time to time, the Sorority Bylaws chairwoman may work with the committee on specific governance working documents as an ex-officio, non-voting member. A quorum of any meeting shall consist of a majority of its voting members. Committee members can participate via conference call.

#### *Meetings*

The Committee will meet at least six times yearly and as necessary via conference call to fulfill its responsibilities. The Committee can communicate between meetings via email communication.

#### *Agenda, Minutes and Reports*

Agendas for the Committee meetings shall be prepared by the chairwoman. The committee shall provide reports to IC quarterly. Minutes for all meetings shall be taken and approved by Committee members at the following meeting. The chairwoman may designate a Committee member to serve as secretary of the Committee.