

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 IC members upon election; (c) continuous education of IC members in the areas of fiduciary, strategic and generative governance; (d) review of specific 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. Within the first month of the biennium, and as needed, develop and conduct an on-boarding process and education for new members of IC.
3. Develop continuous education for all members of IC in all areas of governance on a regular basis, and as needed in response to the self-evaluation process.
4. Develop annual self-evaluations for all standing and special committees and conduct charter reviews annually with the assistance of the Bylaws chairwoman.
5. Review IC Working Rules annually and as needed with the assistance of the Bylaws chairwoman.

Personnel

1. Determine the annual compensation package for the executive director (ED).
2. Develop and conduct the annual ED performance review.
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 matters concerning governance issues. 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 four times yearly and as necessary via conference call to fulfill its responsibilities. The Committee can communicate between meeting 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 as necessary. Minutes for all meetings shall be taken and approved by Committee members at the following meeting. The chairwoman shall designate a Committee member to serve as secretary of the Committee.

2018 Bylaws Considerations

None.