

SPC Board Committee Charter

Board Affairs Committee Charter	
Purpose:	The primary goals of the Board Affairs Committee are to oversee the internal business of the Board in accordance with its Articles of Incorporation, Bylaws and Governance policies; plan ongoing Board education; obtain qualified members for the Board and its Committees. The Committee reports to the full Board and may work with the Board Chairperson.
Scope of Authority, Power, and Responsibility:	<p>The specific responsibilities of the Board Affairs Committee include:</p> <ol style="list-style-type: none"> 1. Review and recommend descriptions detailing responsibilities of and expectations for board members and officers. 2. Recommend nominees for election and reelection to the board: <ul style="list-style-type: none"> • Identify succession planning/recruitment needs. • Develop and recommend to the board a statement of the competencies needed on the board to be used as a guideline for recruitment and selection of board members. • Develop and regularly update a list of potential board members regardless of whether a vacancy exists. • Oversee a process for vetting the fitness of prospective nominees. • Recruiting Board and Committee members who commit to the Passionist mission with their wisdom, work and resources. • Design and hold orientation for new board members. 3. Conduct a succession planning process for: <ul style="list-style-type: none"> • Board Chair • Director of Mission and Ministry • Board officers for election by the full board 4. Review the corporate bylaws and recommend any needed changes to the Board. 5. Oversee the board's self-evaluation by collecting monitoring data. Information gleaned by this process is shared with the Board and may be used by the Committee in the following year to better facilitate Board training/communication. 6. Facilitate the annual evaluation of the Director of Mission and Ministry by compiling results from each of the areas for monitoring throughout the year. 7. Review the Governing Policies from the Board Policy Handbook and recommend any needed changes to the Board. 8. Implement a Board Education and Training Plan. The Board will invest in its governance capacity accordingly: <ol style="list-style-type: none"> a) Board skills, methods, and supports will be sufficient to assure governing with excellence, b) Coordination with the Policy Governance Coordinator for training and retraining will be used to orient new members and candidates for membership, as well as to maintain and increase existing member skills and understandings, and c) various means will be used as needed to ensure the Board's ability to reflect the Passionist charism.

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Special Rules of Governance:	<ol style="list-style-type: none"> 1. Minutes of each meeting shall be kept and forwarded to the Board Secretary fourteen (14) days of each meeting date. The Board Secretary will distribute them to the Board of Directors. 2. In conjunction with the Charism Committee, the Board Affairs Committee will coordinate the Installation Ceremony for new Board members. 3. The Chair is responsible for creating the meeting agenda. 4. Each meeting will begin with a reflection on the charism of St. Paul of the Cross.
Membership:	<p>The Chair of the Committee is a member of the Board of Directors, appointed by the Board Chair. Board members can request to be on this committee when they complete their Board Nomination form each spring, but the composition of the Committee is at the discretion of the Board Chair. The Chair of the Board of Directors may, at their discretion, appoint additional Members at Large who possesses skills and/or experience deemed necessary for the success of the committee. In order to develop future leaders, effective July 1, 2014:</p> <ul style="list-style-type: none"> • Unless otherwise authorized by the Board Chair, individuals may serve only two (2) years as the Committee Chair. • Individuals may serve on the committee for no more than eight (8) years; they may rejoin the committee after a minimum period of one year off the committee. <p>Further, the Committee Chair must be a board member.</p>
Chair:	John Bodary
Vice Chair:	Jim McKelvey
Recorder:	Roger Frank
Members:	<p>John Bodary (jbodary@woodsconstruction.com) Roger Frank (rogerjfrank@gmail.com) Cindy LaFond (rclafond96@gmail.com) Toby Tabaczynski (tobytaba@hotmail.com) Jim McKelvey (jim@greatlakesprofiles.com) Matt Greenough (matt.greenough5@gmail.com) Brian Owens (Brian.j.owens@live.com) Steve Mitchell (deaconstevemitchell@gmail.com)</p>
Meets:	<p>Committee meetings are typically at 5 PM on the 2nd Monday of the month prior to the 6 PM dinner for the board meetings (October, December, February, April, June, and July). The Board Planning Day is typically in September. Additional committee meetings are at 5 PM in August and 6 PM in April (Evening of Discernment).</p>
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