Governance Committee Charter

Purpose: The Governance Committee is responsible for ensuring the effectiveness of the full board including its nomination and elections process, By-Laws and Board policy reviews. The Committee also has primary responsibility for the AMCHP Awards nomination and selection process.

Members: The President-Elect will act as the Chair of the Committee. In addition, every effort will be made to ensure representation by at least one family representative. All other members of the committee will be appointed through the annual call for volunteers and committee appointment process. The Governance Committee is a Committee of the Association, per Article X1 Section 2 of the AMCHP By-Laws, and open to all eligible AMCHP members.

Responsibilities:
- Develop job descriptions for board members
- Orient new board members and provide continuing education of all members on their responsibilities
- Develop and oversee a board member recruitment plan and actively cultivate new prospects
- Facilitate periodic assessments of the board's performance including a bi-yearly comprehensive Board assessment and yearly review of the Board meeting evaluations and share results and any recommended follow-up actions with the Board.
- Ensure that governance documents such as by-laws and policies are regularly reviewed
- Develop and oversee the annual nomination and election process for the AMCHP Board Officers and Directors in accordance with Article X of the By-laws
- Recommend candidates for vacant or new Board positions as vacancies or openings occur and conduct all interviewing of prospective Board candidates
- Ensure that the By-laws are maintained and make recommendations to the Board for any required modification in accordance with all legal requirements; and shall oversee the By-laws amendment process
- Develop and oversee the annual nomination and election process for the AMCHP's award program