

Westside Atlanta Charter School Board  
Job Description - Governance Committee

**Overview:** The Governance Committee is responsible for maintaining proper board composition and ensuring that the board governs effectively. This committee drives a comprehensive board self-assessment process, fosters the development of new and existing board members, manages board member recruitment, and nominates candidates for officer positions.

The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

**Responsibilities and Duties:**

- Monitor and maintain board-wide adherence to governance best practices
- Conducts annual board self-assessment
- Conducts annual review of by-laws
- Creates annual board calendar
- Onboarding and training new and existing board members

**Committee Annual Goals:**

**Standing Items**

1. Set agenda for current month's full board meeting and post agenda to Charter Boards (check full board calendar and email responsible members/admin)
2. Set agenda and time for next month's Governance Committee meeting and post on Charter Boards
3. Include current month minutes for Governance Committee on Charter Boards

**Monthly Goals**

**January**

1. Complete Quarterly Board Policy Review (staff, financial) and attach any proposed edits to board agenda for adoption by board

**February**

1. Update "approved by" dates on any policies that were modified at January meeting and include updated version in board document library folder
2. Confirm with finance committee that state budget approval laws/WACS policy on budget approval is followed for current fiscal year (e.g., number of policy hearings, posting budget to website etc.)

**March**

1. Remind board about annual training requirements
2. Circulate chart for board members to complete record of training

**April**

1. Start Quarterly Board Policy Review (students) (in advance of May meeting)
2. Circulate Annual Board Self Assessment
3. Prepare Spring New Board member training (if necessary)

**May**

1. Complete Quarterly Board Policy Review (students) and attach any proposed edits to board agenda for adoption by board
2. Strategic Plan Review
3. Remind any board members to submit annual assessment who have not already so it can be discussed at May meeting
4. Add Meeting Dates to Website for Upcoming School Year
5. Remind board about annual training requirements

**June**

1. Update "approved by" dates on any policies that were modified at May meeting and include updated version in board document library folder
2. Confirm Director, Committee Chair, Officer appointments in advance of July meeting
3. Ensure all board members have submitted final annual training to give Annual Board Training Prior Year Compliance Update and prepare Following Year Training Program Approval for July adoption
4. Circulate committee charters for review and final adoption in August

**July**

1. Finalize Director, Committee Chair and Officer appointments and include proposals on July agenda for approval
2. Start Quarterly Board Policy Review (board) - Annual Code of Ethics, Conflict of Interest Policy Review & Signatures
3. Circulate Doodle for full board annual training dates
4. Schedule full board annual training

**August**

1. Include committee charters in agenda for adoption
2. Remind board about full board training

**September**

1. Remind board about full board training
2. Start Quarterly Board Policy Review (charter compliance update) in advance of October meeting

**October**

1. Finalize Quarterly Board Policy Review (charter compliance update) and attach any proposed edits to board agenda for adoption by board
2. Strategic Plan Review
3. Full Board Annual Training
4. Reminder: Fall New Board Member Training (if necessary)

**November**

1. Complete Annual Open Meetings/ Open Records Compliance Internal Audit

**December**

1. Start Quarterly Board Policy Review (staff, financial) (in advance of Jan meeting)
2. Confirm with school leader that next year school calendar is approved/no changes needed (if needed, include on January agenda)