

CareerSource Central Florida Board Governance Committee Description & Duties

Purpose: The governance committee examines how the board is functioning, how board members communicate, and assesses whether the board is fulfilling its responsibilities. The committee keeps the board accountable to the mission and organization's goals. The governance committee articulates the board's vision for the board and finds board members who can put it into action.

Responsibilities:

- Understand the organization's mission and goals and ensure all board members do as well.
- Develop and update board members' responsibilities and job descriptions for officers and committee assignments.
- Review by-laws; recommend changes to full Board of Directors.
- Create a board profile of demographics, geographic representation, skills and expertise within the Board of Directors to ensure diversity and balance representative of the Central Florida Region.
- Identify a process to recruit potential board members linked to nominating organizations (chambers, associations, etc.) for submission to county officials and Local Elected Consortium.
- Assess and maintain individual board commitment, support, and participation in governance duties; annually evaluate the board's performance.
- Observe and develop potential leaders on the board through rotation of committee assignments.
- Create a board Orientation process for new board members.
- Work with the board to develop an annual board succession plan.
- Oversight of enterprise risk management.

Skills/Expertise:

- Experience as a board member desired.
- Willingness to recruit and communicate with potential board members on a continuing basis.
- Understanding of governance practices desired.
- Commitment to developing board leadership.

Structure:

- Membership: board members.
- Agenda and minutes—minutes to be kept and supplied to board of directors in written form.