

JJ Legacy Board Operations Committee Charter

Name of Committee: Board Operations Committee

Purpose:

The purpose of the Board Operations Committee is to ensure that the board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of board activities, and evaluation of board members' performance.

Membership:

Chaired by current board chair, vice-chair or other person well-versed in board governance. Membership includes at least the Board Chair or Vice-chair and the school's lead administrator (aka Head of School, School Leader, etc.). Additionally, it is open to JJ Legacy board, faculty, and parent community, as well as community at large - with particular recruiting of those with attention to detail, legal expertise, experience in charter school governance, and non-profit board operations in Minnesota.

2021 Membership: Edwinna Johnson (chair), Tonicia Abdur Salaam (HOS), Shawna Maryanovich (community member)

Reports to: Board of Directors

Frequency/method of Reporting: Monthly to Board in written and verbal report with Q&A

What is the scope?

The Board Operations Committee will ensure that the board of directors is able to govern the organization effectively through:

1. creation of governance policies and procedures;
2. recruiting and nominating suitable board members;
3. providing orientation and training programs for board members, and
4. evaluating the performance of individual members and the board a whole.

Governance Policy Development

The Board Operations Committee will ensure that policies are created and periodically reviewed which define at least the following:

1. the roles and responsibilities of the board
2. duties and responsibilities of directors and officers;
3. conflict of interest procedures;
4. procedures for nomination, selection, and removal of directors.

Recruitment & Selection

The Board Operations Committee will ensure that:

1. the board does not fall below the number of directors required by the bylaws;
2. directors appointed to the board understand and agree with the mission of the organization and the code of ethics for directors;
3. directors appointed to the board understand and agree to the time and participation requirements of board members;
4. rotation schedules are adhered to and maintained;
5. elections and appointments to the board comply with bylaws and other legal requirements.

Education

The Board Operations Committee will ensure that directors are able to discuss, debate, and plan the following from a basis of knowledge:

1. the organization's mission, goals, objectives, programs and services;
2. the organization's budget and financial statements;
3. the roles, duties and responsibilities of the board, committees, individual directors, and the Executive Director.

Evaluation

The Board Operations Committee will ensure that the board, its committees, and its members are able to plan their activities with knowledge of the achievements, abilities, strengths, and limitations of current directors, staff, and volunteers.

Accountability

The Board Operations Committee is accountable to the Board of Directors for minimally the following tasks, in addition to other tasks as assigned:

1. creation and annual review of a 3-5 year plan for board development based on the strategic plan and the annual board assessment;
2. annual assessment of the board's strengths and weaknesses;
3. ongoing recruitment of members who can augment the strengths and build on the weaknesses;
4. training, coaching, and mentoring for directors to develop their own skills as board members;
5. monitoring the attendance and contribution of members;
6. drafting governance policies and budgets for board development
7. keeping records of recruitment history: names suggested, who approached, what happened;
8. producing and keeping current, documents needed for recruitment efforts.

Proposed Goals for May 2021 – December 2021 year:

By June 15, 2021

- Form a rudimentary committee of at least two members of the board
- Define board committee and officer procedure
- Propose immediate-term committees and officers for approval
- Propose a code of conduct for JJ Legacy Board
- Propose Board Development Plan for June through December 2021

By July 19, 2021

- Form committee fully
- Conduct a board evaluation
- Iterative Board Development Plan with any changes from the Board Evaluation
- Propose detailed election procedure from recruiting and nomination through election and seating of new board members

By August 23, 2021

Develop and propose for approval remaining goals of the Board Operations Committee through 12/31/2021

Does this committee have a budget:

Funds may be requested in future board meeting for consultative support of board development, if sufficient expertise is not able to be sourced free of charge from volunteers or charter authorizer.