Governance Committee Charter

Committee Definition Sheet

# Charter Description

This committee was formed with the intent of codifying the best-practices of governance for the National Society of Information Technology Service Providers (NSITSP) association and monitors their implementation.

# Objectives

* Recommend to the board which committees are needed for the operation of the not-for-profit membership association (the Society).
* Ensure that the operational framework of the organization is properly engineered for the ongoing pursuit of its purpose statements; vision, mission, and values statements.
* Periodically review the governing documents of the organization and amend as necessary
* Monitor the charters and policies for all committees
* Maintain the guidelines for and oversee the election process and ensure the integrity of the elections.
* Provide policy and procedural guidance for committees and the board.
* Create and maintain polices and procedures as needed.

# Deliverables / Outputs

* Recommendations to the board for which committees are needed for the society
* Review charter and operating procedures for each committee
* Provide a summary of any surveys to the Society membership
* Are the committees meeting the needs of the Society?
* Survey of committees about the work they are doing and if they have clear direction and the resources they need to accomplish their goals
* Make recommendations to the Board on issues of governance that need to be addressed
* Fair and successful elections
* Budget, as needed

# Approach / Communications

* Self-governing with respect to operating procedures
* Application of all standards, processes, procedures, and communication tools as designated by the Board.

# Constraints

* Any recommendations will be submitted to the Board for approval.

# Critical Success Factors

* Be responsive to all Board requests
* Effective collaboration between committee members in achieving our objectives
* Setup and oversee successful and repeatable election process
* Completing the Objectives and Deliverables of the committee

# Key Performance Indicators

* Annual survey of board for effectiveness
* Does the Society remain true to its mission?
* Does the Society have the necessary committees to meet current needs?
* Are the committees adhering to the NSITSP purpose statements and their charters?
* Follow up survey after election

# Risks

* Critical, important, or urgent needs may arise before we have the ability or opportunity to identify or create a vehicle for their service.
* A lapse of committee integrity

# Issues

* Most of the members, participants, leaders, and committee members have limited experience in doing what NSITSP is attempting to do.
* We are trying to change the course of an industry that is being guided by forces outside our control.
* We have an exceptionally broad, diverse, and decentralized group of organizations and people we are trying to serve with varied needs and wants. Finding common ground needs to be a priority without interfering with our professional members freedom to operate.