

## Department of Governance and Operations

**Time Commitment:** 3-4 meetings annually, 1 hour in length

**Meeting Location:** All meetings have call-in options. Some meetings may take place at conferences.

**Committee Structure:** Divided into three committees with duties listed below.

### **Leadership Committee**

- Board and volunteer recruitment
- Vetting of potential board members
- Orientation of new board members
- Board self-assessment and education

### **Bylaws Committee**

- Review the Association's bylaws, policies and practices to ensure that they are synchronized, effective and conform to applicable laws or regulations.
- Make recommendations to the board.
- Review current best practices and governance trends and make recommendations on those that the organization should consider adopting.

### **Nominating, Awards and Scholarship Committee**

- Review and vet all nominations for awards and scholarships.
- Review policies and timelines to make sure deadlines are met.