

Chandler Museum Foundation
Governance Subcommittee Goal

I. **Purpose**

The purpose of the Governance Subcommittee is to develop the capacity of the Chandler Museum Foundation (CMF) to fulfil its Mission.

II. **Composition and Reporting**

The subcommittee includes the CMF Vice-Chair and at least two other board members, but no more than five members. Staff shall be present at meetings. The subcommittee reports to the Executive Subcommittee.

III. **Strategies**

Fiduciary – Provide oversight and strategy related to budget, fundraising, sponsorships, membership, and other revenue generating activities.

Strategic – Set and monitor goals in all areas; provide intention recruitment and cultivation of board candidates; and plan and execute annual board retreat.

Generative – Initiate productive discussion around challenges and opportunities in collaboration with staff.

IV. **Tasks / Tactics**

Maintain and update the CMF board binder.

Create an onboarding process for new board members; test it with current members.

Identify needs related to skills and attributes of potential board members; seek candidates that meet those criterion.

Review financial audits.

Review and suggest changes to policies and procedures of the CMF. Provide a schedule for reviewing items such as bylaws, membership criteria and process, etc., on a rotating basis.

In collaboration with staff, draft an agenda for the annual retreat.

Develop a report on activities of the subcommittee and deliver twice/year to Chandler Museum Foundation Board.

Other governance tasks as required.

V. **Meeting Frequency** – Quarterly or bi-monthly