

CHANDLER MUSEUM FOUNDATION GOVERNANCE SUBCOMMITTEE CHARTER

Purpose:

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

Composition and Reporting:

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

Strategies:

Fiduciary – Provide oversight and strategy related to budget, fundraising, sponsorships, membership, and other revenue-generating activities of the Chandler Museum Foundation.

Strategic – Set and monitor goals in all areas of the Chandler Museum Foundation; 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.

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 that 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.
- Assure compliance with CMF policies.
- In collaboration with staff, draft an agenda for the annual retreat.
- Develop a report on activities of the subcommittee, including which Foundation policies have been reviewed, and deliver biannually to Chandler Museum Foundation Board.
- Other governance tasks as required.

Frequency:

The subcommittee meets quarterly or bi-monthly, or as deemed appropriate by the subcommittee Chair.

Quorum:

Per the Open Meeting Law, subcommittee meetings require a quorum of the subcommittee composition in order to legally proceed with the meeting. A majority of the subcommittee composition constitutes a quorum.

Staff:

Staff members attending subcommittee meetings serve in a non-voting role and do not count toward the quorum.

Staff Liaison:

Museum Manager or their designee.

The Governance Subcommittee Charter was adopted by the Chandler Museum Foundation Board of Directors on XX-XX-XXXX.

Chair