

# Congregation Beth Israel Bellingham Governance Committee

## Committee Charter

Revision approved by Board Sept 2023

**Name:** Governance Committee

**Purpose:** The mission of the Governance Committee is to facilitate improved structure, communication flow, and operations of the CBI congregation. The Governance Committee helps create a more effective, accountable, and open structure in which the congregation, Board, committees, Rabbi, and staff work together cohesively, efficiently, and effectively.

### Role and Responsibilities:

1. Respond to Board requests to draft policies and/or procedures as needed.
2. Create and update, as needed, job descriptions for all CBI lay leaders.
3. Develop and update, as needed, a sustainable committee structure, including guidelines or procedures for committee operations, membership, and chairs (to be approved by the board)
4. Collaborate/Coordinate with: other committees/task forces depending on specific project as needed.

**Appointment of Chair :** Executive Committee recommends; Board approves; Co-chairs encouraged

### Members:

- **Required**
  - At least one member of the Executive Committee, preferably one VP, is a member. This person acts as liaison to Board.
  - People with past leadership roles in the congregation
- **Desirable**
  - People with organizational management experience outside of CBI
  - Representative of HR Committee
  - Target number of members: 6-8

### Term Limits:

- Members: 7 years, with flexibility based on current projects/tasks
- Chair term: 4 years

**Budget:** \$0

**Meeting Frequency:** Minimum of six times/year

**Reporting and Accountability:** Reports to the Board. All projects and recommendations must be approved by the Board.