

Ronald McDonald House Charities of Madison, Inc. BOARD GOVERNANCE COMMITTEE (2022)

Chair: Kathy Kostrivas

Members: Mary Basel, Nick Shutwell, Wendy Lommen, Brian Flad

Ex officio: Executive Director, Kelly Ruppel

Purpose:

Recruit and develop an excellent, high performing board in accordance with the mission and strategic objectives of RMHC-Madison. Ensure governance policies and procedures are up to date and relevant. Ensure the structure and membership of the board committees support the goals and strategies of RMHC-Madison.

Membership Structure: Three to eight members, including the chair. At least 2/3 of the committee will be directors. Preferably, there will be at least one community member. Executive Director is an Ex Officio member of this committee and does not count in the membership count. Members of the committee are approved by the full board.

Meeting Schedule: Every other first Wednesday 8:00 – 9:00 a.m. (odd months)

Major Responsibilities:

1. Screen and nominate candidates for board of director officer and committee chairs, including:

- a. Assist in identifying the characteristics and competencies of ideal candidates in alignment with board strategic objectives and operational needs of the organization
- b. Manage the recruitment of new directors by identifying candidates and obtaining information on their qualifications; screening candidates for their interest, commitment and ability to fulfill the criteria for board service; conducting formal interviews with the most desirable candidates; recommending a slate of candidates for election to the board, and maintaining an ongoing list of potential directors for future consideration
- c. Identify and develop board leadership to ensure seamless transitions of officers and committee chairs and continuing high quality leadership

2. Oversee board of director training and education to meet strategic board needs, including:

- a. Develop and maintain the Board Handbook, including all documents that support the full participation of directors and adherence to organizational protocols
- b. Ensure ongoing board education and training, including but not limited to an orientation program for new directors and committee chairs and members (as appropriate).

3. Oversee and ensure a relevant committee structure, by facilitating coordination among committees, evaluating emerging needs, and recommending new committees, ad-hoc task forces, or workgroups to the board

4. Oversee a performance assessment of the full board and its individual directors, no less than annually.

5. Review bylaws and recommend changes to ensure high performance of the board, incorporate appropriate best practices in governance and ensure compliance with federal and state laws

6. Fulfill other duties as assigned and as appropriate to the responsibilities of this committee.

Goals and Objectives for 2022

1. Implement committee structure that supports strategic initiatives of RMHC
2. Develop and implement board member mentoring process for first year
3. Complete Board of Directors Standards and Expectations “policy”
4. Complete board analysis of primary and secondary individual Director talent assessment to identify areas needed for Director recruitment
5. Complete annual board performance assessment survey
6. Based on assessment, strategic initiatives, and succession planning, recruit 2023 board members

Measures of Success

1. All board committees will meet and complete their committee charter by March 17th BOD meeting
2. Mentoring checklist will be developed by end of Q1 2022
3. Board of Directors Standards and Expectations policy will be completed by end of Q1 2022
4. Talent assessment will be completed by end of May 2022
5. Determine number of recruits needed and talents to be sought for 2023 by July 2022
6. Complete Governance Committee approvals for new Board members by October 2022
7. Complete new board member orientation by December 2022.



DUTIES OF RMHC-Madison BOARD DIRECTORS DRAFT

The Board of Directors of Ronald McDonald House Charities-Madison (RMHC) is responsible for supporting its mission through **outreach**, **oversight**, and **resources**. As an RMHC Board Director, for each year you agree to the following:

Mission and Outreach

- Support the organization's mission and vision by understanding the mission and programs of RMHC and serving as an RMHC ambassador in the community
- Shadow an RMHC volunteer shift at least once every three years
- Participate in a volunteer dinner with the Board or another organization at least once a year

Oversight

- Attend and participate in at least 2/3'rds of all regular and special Board meetings
- Actively serve on at least one Board committee
- Annually complete a conflict-of-interest form
- Respect the confidentiality of Board meetings and closed sessions
- Review financial reports, committee minutes, Executive Director and Board President communications and all other RMHC communications
- Respect and support the Executive Director's role to make decisions for the best interest of RMHC
- Commit the time necessary to support Board-related activities
- Participate in annual strategic planning efforts, including development of fundraising strategies

Resources

- Choose RMHC as one of your primary philanthropic priorities (including corporate sponsorships, individual in-kind, and financial contributions)
- Participate in at least 1 RMHC special events each year (Rockford Golf Tournament, Red Shoe Soiree, Madison Golf Classic, and Volunteer Appreciation)
- Identify new Directors/committee members with appropriate skills to achieve organizational goals
- Provide support to a gift solicitation (accompany President/Development Director on gift meetings and/or sign foundation grant requests)
- Introduce RMHC to your network: individuals, corporations, foundations (tour of RMHC and awareness-building)