



*Adopted: May 24, 2016*

*Amended: March 1, 2017*

## **Woodbury Leadership Academy**

Board of Directors

Governance Committee Charge

### **Purpose:**

The Governance Committee is charged by the Board of Directors to

- Review WLA's governing documents including the bylaws, school policies, employee handbook, family handbook and other related governing documents. This includes ensuring governing documents are compliant with all related government statutes.
- Research and develop revisions and/or additions to WLA's governing documents.
- Provide guidance to administration and the board on issues related to organizational structure.
- Review and evaluate WLA's overall governance effectiveness and efficiency.

### **Membership:**

The governance committee shall be composed of up to four (4) members appointed by the WLA board. The School Director shall additionally serve as an ex-officio committee member. Membership shall be composed of at least one board member. Membership may include other WLA board members, WLA staff, WLA parents or community members. The chair of the committee shall be a board member appointed by the board or the chairperson of the board.

### **Products:**

The Governance Committee shall

- Produce proposed revisions to existing governing documents.
- Produce new school policies or related governing documents.
- Define roles and responsibilities of the board and the school administration.
- Recommend improvements, including improvements to the board's operations through the use of current best practices as well as board composition as a whole to identify qualifications and expertise needed by the board and the committees.

### **Accountability:**

The committee shall comply within the requirements of the MN Statute 13D (Open Meeting Law), WLA bylaws and Board Policies. The committee will follow the Policy Adoption Process. The committee will present the product(s) in a timely manner to all members of the WLA board with any other supporting documents in relation to any product(s) that is being presented for approval.

### **Duration:**

The Governance Committee shall be a standing committee. Members of the committee shall serve until resignation or removal by the board.



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### **Policy Adoption Process**

#### **Step 1: 1<sup>st</sup> Reading of Policy**

Policy is placed on the board agenda and this is notification to the board members and public that the policy is going to be worked on. Comments or input regarding the policy should be brought forward to the Governance Committee.

#### **Step 2: Governance Committee**

The Governance Committee works on the policy - edits are indicated clearly for the board members to see revisions (strike-thru, different font colors, etc).

#### **Step 3: 2<sup>nd</sup> Reading of Policy**

Policy is placed on the board agenda for approval by the full board. If policy is not passed, it goes back to the Governance Committee and will then be brought forward again for a 2<sup>nd</sup> reading until passed or until policy is dropped.