

# Secretary (Board)

Robin Cantor

## Chair/Governance Committee

Coordinate WCEE “archive” functions, oversees changes to bylaws and policy manual, assists the executive committee with communications from WCEE.

## Board Policy Manual Subcommittee

Completes drafting of board policy manual. Leads board training on board policy manual and is contact point for change suggestions. No budget (*ad hoc*)

## Bylaws Subcommittee

Contact point for changes to be made to bylaws. No budget (*ad hoc*).

## Vice Chair

Responsible for review of board meeting minutes and attending board meeting if secretary is not available. No budget.

## Nominations Committee

Leads effort to identify candidates for board positions and works with committee chairs to identify candidates for subcommittee positions. No budget.

# Governance Committee

## Executive Director

Clare Piercy

Provides staffing to assist in records maintenance. Facilitates preparation of official WCEE correspondence.

## General Committee Duties / Responsibilities / Reporting:

- The Governance Committee is responsible for the maintenance of WCEE’s records and policy documents.
- This committee will meet [*frequency, in person or by conference call*]
- As required, each committee member may recruit members to populate a subcommittee to meet the duties of that member.
- Each committee member will report to the Board member its activities, and the Board member will consolidate this into a single monthly report to the Board of Directors