

DRAFT - Charter for the Governance Committee

1.0. Purpose

The Governance Committee is established to advance the ARIN Board's effectiveness and continuing development efforts.

2.0. Composition of the Committee

The Committee shall consist of three elected members from the Board of Trustees, with one appointed as the Committee Chair. The President shall serve as a non-voting, ex-officio member of the Committee.

The Board of Trustees, at its first business meeting of each calendar year, shall appoint the members of the Committee. Members may serve successive one-year terms if they continue to meet the selection criteria. Vacancies on the Committee during a term shall be filled in the same manner as the regular selection process.

When requested, the General Counsel provides advice to the Governance Committee.

3.0. Scope of Responsibilities

The Committee has responsibilities in two overall areas: *Board Effectiveness* and *Board Development*. The Committee shall periodically report to the Board those recommendations that result from fulfilling these responsibilities.

At the end of each year, the Governance Committee shall review its Charter and its performance as a Board committee. Any recommendations from this review shall be reported to the Board for their consideration.

3.1 Board Effectiveness Responsibilities

The Committee may:

1. Recommend to the Board policies and processes designed to provide for effective and efficient governance.
2. Review and recommend any changes to ARIN's governance mechanisms that are referred to the Committee by the Board.
3. Periodically review ARIN Board of Trustee [procedures](#) and recommend changes as needed to the Board.
4. Periodically review ARIN's Board committee structure, including responsibilities and composition, and recommend changes as needed to the Board.
5. Periodically review and recommend changes to position descriptions that detail the responsibilities of, and expectations and succession plans for, Trustees, Officers, and Committee Chairs.
6. Periodically review ARIN bylaws.
7. Periodically review the Board's ethics and code of conduct program to uphold the highest fiduciary standards.

3.2 Board Development Responsibilities

The Committee may:

- 1. Develop and implement a comprehensive Board development plan, which includes methods and tools for orienting, training, educating and evaluating diverse, skilled and knowledgeable Board members.
- 2. Maintain a current skills matrix to inform development requirements.
- 3. With input from the Board, annually develop a list of selection criteria and competencies needed on the Board. Such criteria shall include the possession of knowledge, experience, skills, expertise, and diversity which enhance the Board’s ability to manage and direct the affairs and business of ARIN, including the ability of committees to fulfill their duties.
- 4. Engage in succession planning for the Board and key leadership roles on the Board and its committees.
- 5. Establish a timeline and process for regular review and assessment of the performance of elected Trustees per established position descriptions.
- 6. At least every two years conduct a Board self-evaluation to measure the Board’s effectiveness and to identify areas for improvement and present the evaluation results and recommendations to the Board.

3.3 Reporting Responsibilities

- 1. Report at least quarterly to the board about committee activities, issues, and related recommendations.
- 2. Review any other reports ARIN issues that relate to committee responsibilities.

4.0 Committee Logistics

The Committee will meet at least quarterly. With support from staff the Committee chair will develop an agenda in advance of each meeting. Meeting minutes will include an attendance record and a report of Committee discussions with documented actions, recommendations and decisions. These minutes will be completed, reviewed, and posted no more than three weeks following the meeting.