

Job Duties and Responsibilities

Chair of Governance Committee

Overview

The Governance Committee is one of the most influential standing committees of the SDAD Board. The overall role of the Chair is to ensure that Committee members are well prepared for the meetings and that the meetings proceed in an efficient and effective manner. In addition, the Chair ensures the SDAD Board is informed of the Committee activities and the specific policy activities related to the statutory mandate. The Governance Committee's main responsibility is to oversee and manage the bylaws, policies and procedures, job duties, and others of the South Dakota Association of the Deaf (SDAD) and its standing committees.

Duties and Responsibilities

- Monitor the effectiveness of governance policies, including: the association's Mission Statement, Vision Statement, and Bylaws. Recommend changes and/or new policies for the Board's action.
- Monitor and revise the association's standing committees' policies and procedures (House Policy, Finance Committee Policy, Hall of Fame Policy, Games Policies, Travel and Reimbursement Policy, and any new policies). Recommend changes and/or new policies for the Board's action.
- Recommend governance standards for Board and committee operations.
- Develop, monitor, and revise the duties and responsibilities of the association's standing committee chairs.
- Appoint 3-5 individuals to serve on the Finance Committee and obtain approval from the Board in the fall of the odd-numbered year.
- Submit a narrative report of the committee activities to the President on a quarterly basis.
- Be present at the Board meetings and the association's biennial conference.