COMMITTEE:  Trusteeship Committee

CHARGE:  To determine the most effective composition of the Board of Trustees and then to develop practices, recommend strategies and policies, and lead Board activities that attract, orient, organize, motivate and assess the performance of Trustees.

MEMBERSHIP, LEADERSHIP AND ORGANIZATION

- **MEMBERSHIP:** The Trusteeship Committee shall consist of not less than five (5) members of the Board of Trustees: the Vice Chair of the Board and four (4) additional members who shall be appointed by the Chair of the Board.

  [Number is less important than quality, respect and distribution: Consider *five to seven members* with good distribution of age, gender, geography, and experience; they must be thoughtful, judicious, and respected. Include at least one chair of another committee. Rotate regularly.]

- **LEADERSHIP:** The Chair and Vice Chair of the Trusteeship Committee shall be designated by the Chair of the Board of Trustees.

  [The chair of committee should be efficient, inspiring, trusted, and viewed as apolitical. Consider designating the *Vice Chair of the Board* as the chair of the committee.]

- **ORGANIZATION:** Once the Committee is established in its contemporary role, quarterly meetings should prove adequate. The Committee should be *staffed by the executive assistant to the president for board relations*.

  [While establishing the committee’s revised role and developing a sound governance foundation, six or so meetings annually might be necessary.]
RESPONSIBILITIES

- **Candidates for membership on the Board of Trustees:** The Trusteeship Committee shall be responsible for soliciting potential candidates from appropriate people and then proposing all candidates for membership on the Board of Trustees. The chair of the Committee and the staff liaison shall maintain a record of the names of all proposed candidates and any information concerning such persons. Once vetted and agreed upon, the names of the candidates and all appropriate data shall be forwarded to the Board of Trustees. On an annual basis, especially as the terms of office of trustees near expiration or as vacancies arise, the Trusteeship Committee shall meet and review the names and qualifications of all proposed candidates and the executive assistant to the president for board relations shall forward the names of the proposed candidates and all pertinent data to the Board of Trustees for appropriate action.

- The Committee shall design the Board composition plan, develop a process for implementation, and utilize the plan in all activities related to recruitment and selection of Trustees.

- It shall prepare a statement of criteria for Board membership and ensure that these criteria guide the Trustee recruitment process and are shared, at an appropriate time in the process, with each candidate.

- It shall develop, cultivate and manage a pool of Trustee candidates.

- The Committee shall develop and oversee an orientation program for new Trustees and an ongoing education / development plan for the Board of Trustees.

- It shall prepare a statement of expectations and responsibilities for dissemination to and sign-off by individual Trustees.

- It shall prepare an assessment process and instrument(s) for regular use by individual Trustees and the Board of Trustees to ensure consistent and high quality performance; consistent with Board policy, it shall assess the performance of individual Trustees periodically (e.g., when a Trustee is eligible for reelection) and guide the Board in its regular assessment of performance.

- The Committee shall anticipate future Board and committee leadership needs and develop a plan for ensuring Trustee preparation for leadership of committees and the Board.

- It shall develop and monitor programs to maintain the commitment of former Trustees.