



**NATC Governance Committee Charter**  
***Approved 3/13/2019***

**I. Purpose**

The NATC Governance committee upholds the standards and integrity of NATC's national election process. It coordinates election efforts, reviews all potential candidates for elections to ensure they meet the minimum criteria required for each position and conducts the election process at the national membership meeting, where elections take place every year. This committee provides for the board's effectiveness and continuing development, particularly in succession planning, preparation of appropriate candidates for approval by the membership, annual reviews of national bylaws, and NATC's standard operations procedures and policies for the national board.

**II. Membership**

The Committee is chaired by a Board member appointed by the Chair of the Board. In addition to the chair, the Committee is composed of five to seven members. The Chair of the Board is an ex-officio member of the Committee. Committee membership is appointed by the Chair of the Board. An NATC staff member serves as the administrative liaison to this committee. Committee members serve one-year terms beginning January 1st and ending December 31st of that same year or until the new Committee is appointed by the Chair of the Board.

Qualifications for members of the committee:

- Must be a member in good standing
- Must be a transaction coordinator who is practicing full-time or who oversees a full-time team
- Must close at least 100 transactions annually

**III. Delegation of Authority**

The committee operates at the direction of the board of directors. They possess no authority to make decisions on behalf of the organization.

**IV. Responsibilities**

- a. Develop and implement a strategic board member recruitment process for identifying and developing future Board members;
- b. 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;
- c. Develop and conduct new board member orientation and a mentorship program;
- d. Regularly review the association's bylaws and recommend changes as needed to the Board;
- e. Ensure the Board has adequate information in order to monitor compliance with board policies and procedures and recommend changes to such procedures as needed to the Board;
- f. Regularly review the association's board committee structure, including responsibilities and composition, and recommend changes as needed to the board;
- g. 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;
- h. Operate under a charter and review annually for adequacy and recommend any necessary changes for approval by the Board; and
- i. Accomplish additional tasks as charged by the Chair of the Board.

**V. 2019 Priorities**

- a. Develop nominations and elections policy and procedures
- b. Identify up and coming leaders for the succession planning
- c. Facilitate 2020 elections

**VI. Meetings**

Meetings shall be held by video conference, as needed and will be determined by the chair and members of the committee. The committee shall document meetings with notes that will be provided to the board liaison for the purposes of reporting to the board committee activities. Committee members should make every effort to attend all meetings.