



Committee Report Form

Committee Name: Governance Committee

Report Date: 15/January/2013

Committee Chair (Name, School, Email): Melissa Gross, FSU (2013), mgross@fsu.edu (as current President is actually Liaison – will be chair in 2014))
Lynne Howarth, UToronto (2013), lynne.howarth@utoronto.ca (Chair) [Past-President is normally Chair of Governance Committee] [form taken from website but I don't believe it is correct – does not align with information on main Committee page]

Members (Name, School, & Email):

1. Lorna Peterson, Buffalo (2015), lorna.peterson2401@gmail.com
2. Linda Smith, Illinois (2014) lcsmith@illinois.edu
3. Connie Van Fleet, Oklahoma (2013) Cvanfleet@ou.edu

Previous Chairs (Name, School, & Email):

1. Lorna Peterson, University of Buffalo, lpeterso@buffalo.edu (2012)
2. Linda C. Smith, Illinois (2011) lcsmith@illinois.edu
3. Michele Cloonan, Simmons (2009-2010) michele.cloonan@simmons.edu
4. Connie Van Fleet, Oklahoma (2008-2009) cvanfleet@ou.edu

Terms of Reference:

1. to determine guidelines for effective Board governance
2. to review Association effectiveness
3. to review bylaws of the Association
4. to review and forward resolutions for the annual general meeting
5. to propose tools and procedures for reviewing and improving Board effectiveness

Minimum Expectations for Current Year:

1. Complete updates to ALISE policy manual
2. Develop a records management and archive policy for the association

3. Review bylaws of the Association
4. Review and forward resolutions for the annual general meeting

Major Accomplishments:

1. Further substantial revision and updates to ALISE Policy and Procedures Manual (PPM); will complete final revisions following Annual Conference (Seattle 2013) as additional policies are approved and clarification obtained from Board members concerning particular sections.

Action Areas Pending:

1. The Governance Committee is scheduled to begin its regular three-year cycle of reviews of Standing and Special Committees starting in 2012 as per sunseting policy. This will need to be initiated early in 2013.
2. Develop a records management and archive policy for the association
3. Review bylaws of the Association

Issues of Concern:

1. The revising and updating of the PPM has taken an extraordinary amount of time and effort. In my opinion, it was necessary to complete the revision before undertaking a similarly systematic review of the Bylaws to facilitate aligning of the PPM with specific Bylaws. With finalizing of the base PPM document almost completed, the groundwork will have been laid for beginning the review of the Bylaws.

Recommendations to the Board (if any):

1. I (and we) would seek approval of the Board to complete updates following ALISE 2013 in Seattle, and to have the full revision to members of the Board for approval and adoption at its Spring 2013 meeting (April 2013).
2. The 2013 Governance Committee will need to undertake the Committee reviews (starting 2013), and to set in place a plan for developing the records management and archive policy with the assistance of Carla Funk.

(Attach additional sheets as needed.)

Please return to your Board Liaison (Melissa Gross, FSU (2013 mgross@fsu.edu) and ALISE headquarters (contact@alise.org.)

Note: Annual Reports from previous years will be made available to current committee chairs via the online committee chairs resource page located on ALISE.org.