

# 2026 GOVERNANCE PLAN

**Committee Meeting:** Third Tuesday of the scheduled month.

**Time:** 12:00 pm Central Time

**Dates:** January 20, April 21, July 21, and October 20

## PURPOSE

The Governance Committee is responsible for establishing, maintaining and amending the rules of the Association's internal operations and governance system. This includes: ensuring effective Board processes, structures and roles through the Bylaws and Operations Manual; Committee development; zone membership structure; Board evaluation; Board orientation and training; Board member recognition and may recommend to the Board a parliamentarian from the Committee.

## ROLES AND RESPONSIBILITIES

1. To regulate the Association's policies, procedures and internal practices
2. To review the Bylaws on a yearly basis as to coincide with the Annual Membership Meeting of the Association
3. To define the rights, duties and relations of the members among themselves and in relation to the Association
4. To define the duties, powers, and limitations of the directors, officers, committees and other agents
5. To ensure the orientation of new Board of Directors
6. To ensure Board Development mechanisms are implemented at least once per year
7. To develop and conduct performance evaluations of the Board of Directors and the Management Consultant Service
8. To oversee the elections of zone representatives and alternates
9. To regularly evaluate meetings of the Board of Directors.

## BYLAWS AND OPERATIONS MANUAL

### OPERATIONS MANUAL

Review chapters as needed.

ONGOING

Any suggested changes will be presented to the full board at the next scheduled meeting for approval.

Send updated copy to board and post on website

### REVIEW BYLAWS

The bylaws will be reviewed in January.

JANUARY

Any changes must be approved by the full board and submitted to a vote of the membership prior to change.

## BOARD DEVELOPMENT

### BOARD RECRUITMENT AND ELECTIONS

#### RECRUITMENT

Update board recruitment material

APRIL

Send to members

JUNE

#### ZONE REPRESENTATIVE AND ALTERNATE ELECTIONS

Notify odd/even zones of upcoming elections and ask for nominations.

JUNE

Election & appointment.

JULY/AUGUST

New board members and alternates will be seated at the September meeting.

SEPTEMBER

## OFFICER ELECTIONS

Request officer nominations (30 days prior to annual board meeting) (send request to all board members) SEPTEMBER  
Nominations are due beginning of October (20 days prior to the election) and ballots will be sent out. OCTOBER  
Absentee ballots are due before the October face to face meeting (one week prior to the election).  
All other ballots will be cast during the October face to face meeting. OCTOBER

## NEW BOARD MEMBER ORIENTATION

REVIEW AND UPDATE ORIENTATION MATERIAL JULY  
Board orientation material should be updated when changes are made to the bylaws or operations manual. Orientation material will be reviewed each July.

PROVIDE ONBOARDING FOR NEW MEMBER ONE WEEK AFTER ELECTED/SELECTED  
A welcome letter with the following materials will be sent to each new board member: operations manual, board directory, board packet with code of conduct, operations calendar, committee information, board contract.

CONDUCT ORIENTATION TRAINING ONGOING  
A general orientation training will be held one month following new board members being seated.  
New members will select at least 2 committees to serve on at this time

PROVIDE FOLLOW UP CONTACT ONGOING  
Contact will be made via phone, email or face to face with each new board member to see if they need additional support. (Two months and six months following orientation)

## BOARD TRAINING

DEVELOP AN ANNUAL BOARD TRAINING AGENDA OCTOBER  
Plan for 3 trainings during the year at face to face meetings (ex: Governance, MARCH/JUNE/OCTOBER  
Communication/work styles, Marketing)

PROVIDE ARTICLES FOR BOARD DEVELOPMENT MONTHLY  
MCS will source articles/topics and plan out for the following year DECEMBER

PROVIDE TEAM BUILDING ACTIVITIES AT EACH FACE TO FACE MEETING MARCH/JUNE/OCTOBER  
Plan in JAN, APRIL, AUG

OPERATIONS BINDER DECEMBER  
Update Board Operations Binder that includes the Operations Manual, Committee Plans, Administrative Calendar, Committee Assignments, Strategic Plan, and Board Directory. Send updated material to board members.

## EVALUATION

ONGOING - BOARD SELF ASSESSMENT  
Determine the assessment process JANUARY  
Gather data from membership survey, MCS evaluation, associate membership survey, board meeting attendance, strategic plan

MEMBERSHIP SERVICE SURVEY (GRANTEE)  
Determine incentives and methods of collection, schedule exact dates in calendar MARCH  
Review and update Director and Staff surveys APRIL  
Send to membership for completion and collect at conference, and 2 reminders JUNE

Committee review results	JULY
Present results to the full board for discussion	AUGUST
Send Thank You, List winner in newsletter	AUGUST

MCS EVALUATION

Review and update	APRIL
Conduct evaluation	JUNE

CORPORATE AND ASSOCIATE MEMBER SATISFACTION SURVEYS

Conduct surveys	OCTOBER
Present to the Membership Committee for suggested changes to membership benefits.	NOVEMBER
Present to the full board	DECEMBER