

Governance Committee Charter

I. Purpose

The purpose of this Committee is to assist Session in increasing its effectiveness, efficiency and ability to guide and govern the life of the congregation.

II. Responsibilities

The Governance Committee of the Session shall report to and make recommendations to Session regarding governance matters consistent with the Book of Order, including, but not limited to, reports and recommendations relating to:

- A. Preparation of a Charter for the Governance Committee setting forth matters relating to its operations, duties and scope of authority and an annual review of the Charter on or before May 30th of each year;
- B. Establishment and maintenance of Committees of Session;
- C. Assistance to other committees of Session in preparing their charters, setting forth matters relating to their operations and duties and scopes of authority;
- D. Assistance to other committees to be sure they are reviewing pertinent sections Policy and Procedures annually to assure these documents are up to date on revisions to the Book of Order, current best practices, and current federal and state regulations.
- E. Preparation/establishment/documentation of levels of authority to assist the Pastoral staff and Committee Chairpersons in determining matters and decisions that require input from or decision making by Session and to permit Session to exercise properly its oversight duties;
- F. Establishment of general governance procedures for Session, including Session Standing Rules;
- G. Assistance with the education and training of elders and deacons regarding roles, responsibilities and governance including the Handbook for Elders;
- H. Preparation of a Manual of Administrative Operations for FPC; and
- I. Such other matters relating to governance as may be determined by the Session from time to time or as may be reflected in any Charter for the Committee as may be adopted by the Session.

III. Committee Composition and Governance

A. Membership

1. The Governance Committee shall be composed of three to eight Active Members of the First Presbyterian Church of Haddonfield with a minimum two Ruling Elders.
2. Members of the Committee shall be appointed by Session.

B. Leadership

1. A committee Chairperson shall be a ruling Elder assigned by the Moderator of Session annually.
2. The Committee Chair will prepare meeting agendas, lead the meetings and regularly report to session.

IV. MEETINGS

- A. The Committee shall meet at a minimum of six times per year with the option to add additional meetings.
- B. The meeting schedule will be set forth by the Chair with Committee input.
- C. A majority of the members of the Committee shall constitute a quorum for the conduct of business. The affirmative vote of a simple majority of the Committee members present at a meeting at which a quorum is present shall be necessary to approve any action of the Committee.
- D. Members should express their opinions openly and candidly, relying on an atmosphere of trust within the Committee. Sensitive or confidential information should not be shared with outside parties.

V. REPORTING

- A. Governance Committee Chair will routinely report to the Session.

VI. BACKGROUND

The Governance Committee was established by Session effective May 2015.

Approved 4/11/2017, 4/23/2018, 3/19/19, 1/21/2020, 2/16/2021, 3/16/2022, 3/7/2023, 4/16/24, 2/4/25