

Sisters of St. Joseph of Carondelet, St. Paul Province
 Ministries Foundation: **2021-2022 Governance Committee Action Plan**

I. Strategic Initiative: Board Composition and Development

Action	Responsible Party	Timeframe	Success Criteria	Status
Orient and involve new board members with Board officers and executive director.	MF Board Chair, Governance Chair and Executive Director	August 2020/August 2021	Conducted on-board training; all new board members participated.	
Develop and present a formal Board Development Plan to educate all new and current members on the complex governance structure – reporting, accountability, and scope of work.	Governance Chair, Board Chair and Executive Director	Fall 2020/August 2021	Conducted Governance Workshops. Achieve excellent ratings in the Board Self-Assessment Survey re governance.	
Conduct Board Self-Assessment Survey. Present findings to Board Implement appropriate changes as recommended.	Committee Chair	June 2022	Achieve 100% Board Self-Assessment Survey Participation. Present findings at the August 2020 and 2021 board meeting.	
Conduct a Committee Self-Assessment Survey. Present findings to the appropriate Committee Chairs.	Committee Chair and Office and Communications Coordinator	June 2020	Achieve 100% Committee member participation. Present findings to the respective committee chairs by the end of July 2020/2021.	
Review the Governance Self-Assessment Survey Results	Committee Chair	July 2022	Discuss survey results with committee members and make any recommended changes.	
Revise and Update the Board Matrix	Executive Director/Governance Committee	Summer 2020	Updated Board Matrix	

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II. Strategic Initiative: Board Governance [There are 10 more board positions]

Action	Responsible Party	Timeframe	Success Criteria	Status
Establish a Nominations Sub-Committee, Charter and Scope of Work to focus on selection of Board officers	Chair/Board Chair/Governance Committee	Fall 2021 Initiate work in January 2022 Provide slate in June 2022	Provide a 2022-2023 Slate of Officers for the Board to approve.	
Review Governance Committee Charter and other committee charters	Chair/Governance Committee	Fall 2022	Updated Committee Charter in the Board Member Handbook.	
Executive Director to monitor attendance and participation of Board members. Report findings to Governance Committee and the Executive Committee.	Executive Director/Governance Committee	Monthly	Address any board member participation issues on a timely basis.	
Actively engage the Board of Directors in recruiting new board members with an emphasis on diversity.	Executive Director/Governance Committee	Ongoing	Add 3 net new board members 2021-2022. Update and work the Board Diversity Action Plan	
Review the size of the board and the number of current board members and determine if the bylaws need to be revised.	Chair/Governance Committee	Spring 2022	Board approves any recommended bylaw change.	Decision not to revise the bylaws.
Or Determine if we need to recommend a resolution to the full board if we are not in compliance about the size of the board that our by-laws state.	Governance Committee	July 2022	Approved Board resolution at the August Board meeting.	

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II. Strategic Initiative: Board Governance (Continued)

Action	Responsible Party	Timeframe	Success Criteria	Status
Ensure the executive director evaluation process using the agreed to Executive Director's Performance Evaluation by the Executive Committee.	Chair/Governance Committee Chair/Vice Chair of Executive Committee	May/June 2022	100% Executive Committee Participation. Executive Committee's Executive Director's Performance Evaluation Report.	
Refine the Executive Director's Job Description	Chair/Governance Committee	August 2022	Updated Job Description	

III. Board and Internal Policy

Action	Responsible Party	Timeframe	Success Criteria	Status
Review and update specific pages/areas for the Board of Directors' handbook. Distribute updated pages to Board members.	Chair/Governance Committee Staff	Ongoing posting of updates on the Board Portal and End of Fiscal Year Updated Printed Copy	Current and comprehensive Board of Directors' Handbook.	
Distribute Policy and Board Handbooks to new board members.	Executive Director	Ongoing	100% Board members have current Ministries Foundation Handbook and Policy Book.	
Develop and submit DEI Policy for Board members and Staff to review and approve	Chair/Governance Committee Staff	January 2022	100% of Board Members and MF Staff have signed the DEI Policy Agreement	
Develop and submit Board Member Exit Interview Policy	Chair/Governance Committee Staff	September 2021	Implement a formal Board Member Exit Interview Policy	

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IV. Strategic Governance Framework

Action	Responsible Party	Timeframe	Success Criteria	Status
Explore, discuss and develop a Millennial Associates Structure	Ralph and Kevin Berg to take the lead/Governance Committee	TBD	A Millennial Associates Structure developed for Board discussion.	Pending Bold Moves 2030 Decision
Develop and evaluate MF Sponsorship and Governance board options.	Governance Committee	TBD	Completed an Analysis of the advantages and disadvantages of current sponsorship structure and potential other governance structures.	Pending Bold Moves 2030 Decision
Explore, discuss and develop a MF Strategic framework, dependent on the Sisters Bold Moves Structure Recommendation	Governance Committee to develop the work; Executive Committee to review; Board to discuss and approve	TBD	Approved MF Strategic framework	Pending Bold Moves 2030 Decision

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V. MF Equity Strategic Action Planning (Align with the Province's *CSJ Community Strategic Inclusive Excellence Framework* that is working with CultureBrokers and the Racial Assessment Working Group)

Action	Responsible Party	Timeframe	Success Criteria	Status
Develop a CSJ Ministries Foundation Equity Statement	Governance Committee	2022	Approved CSJ Ministries Foundation Equity Statement	
Ensure the Board Policies, Procedures and Processes undergird strong diversity, equity and inclusion goals and measurements.	Governance Committee	2022	Approved equitable and inclusive policies, procedures and processes	
Ensure that all communication mediums are inclusive and welcoming to all - print - Website - social media - presentations/Power Point	Executive Director/Marketing Committee	2022	Refined MF Communications	