**Responsibilities of Governance Committee**

1. Bylaws/Policies*(once a year)*
   1. Review bylaws and policies yearly. Recommend any changes/updates to ensure consistency with current procedures.
   2. Consideration of policies/procedure needs that may come up (as needed)
2. Annual Awards*(once a year; awards at annual meeting July/August)*
   1. Maintain forms for awards
   2. Select Award recipients
   3. Order awards
3. Nominations *(once a year; ballot in October)*
   1. Send out applications for new board members (July), review applicants, make nomination recommendations
   2. Conduct elections
   3. Present results to Board of Directors
4. Board of Directors Calendar*(monthly)*
   1. Keep calendar document up-to-date and help President ensure dates are met
5. Auditing *(yearly; as needed)*
   1. Review current treasurer statements (BOA, investment accounts, etc vs. meeting reports)
   2. Submit for an informal review by accountant?