

CITY OF MILWAUKEE EQUAL RIGHTS COMMISSION

Governance Committee Charge

Approved December 2019

The City of Milwaukee Equal Rights Commission Governance Committee is commissioned by and accountable to the Equal Rights Commission to: recommend a governance structure that best suits the ERC's organizational needs; ensure that the Commission is comprised of qualified, diverse, committed and engaged members who have the expertise and ongoing training to fulfill their responsibilities; define, review and recommend policies relevant to the effectiveness of the Commission; and continuously monitor the overall quality, health, and well-being of the ERC and its performance. It shall periodically review and recommend policies concerning commissioners and the governance of the Equal Rights Commission.

Responsibilities:

1. Analyze the existing Commission composition relative to the ERC's mission and strategic goals.
2. Lead the Commission in a process to identify and cultivate potential commissioners.
3. Implement a standard recruitment process that ensures all prospective commissioners receive consistent information and detailed performance expectations.
4. Prepare and present a slate of candidates for Commission and committee consideration and appointment.
5. Design and implement a comprehensive orientation process to enable new commissioners to fulfill their responsibilities.
6. Oversee the development and updating of a commissioner handbook, detailing ERC structure, mission, policies and procedures.
7. Identify ongoing education opportunities to enable commissioners to fulfill their responsibilities.
8. Hold all commissioners accountable for compliance with ERC policies and performance expectations.
9. Encourage optimum efficiency of Commission meetings.
10. Consider and recommend the establishment of appropriate temporary working groups or ad hoc committees.

11. Ensure that charge statements are developed for all standing ERC committees and temporary working groups or ad hoc committees.
12. Implement a process for periodic Commission self-assessment and reporting of accomplishments.
13. Develop, review and recommend governance policies to the Commission.