



## Massachusetts Workforce Association Governance Committee FY20 Work Plan

### FY20 Goals:

- Establish a board recruitment process that aligns with MWA's diversity statement, is transparent, and involves real member engagement.
- Develop an onboarding process for new MWA board members.
- Develop and institutionalize an annual executive director performance assessment and member survey.
- Establish necessary internal processes and controls.

### Board Recruitment Timeline:

- **November:** Prioritize replacing Harneen on board and finalize Board Nomination form and Board Member Job Description form.
- **December:** MWA Board votes on new board member to replace Harneen. Share Board Nomination and Board Member Job Description forms with full MWA Board.
- **January:** Committee approval of Board Nomination and Board Member Job Description forms.
- **February:** Finalize board Nomination and Board Member Job Description forms.
- **March:** Delaying board outreach until April/May.
- **April:** Board nomination form out to membership. ED and Committee conduct outreach to potential Board candidates. Committee discusses timing of recruiting board members.
- **May:** Committee and ED to talk to 5 board members whose terms are up about next steps. Proposed new/returning slate of directors finalized by Committee.
- **June:** New directors officially voted onto the board at MWA's June Board meeting.

### Onboarding Timeline:

- **November:** MWA staff to work on orientation outline.
- **December:** MWA staff to provide the committee with orientation outline.
- **January:** Committee provides feedback and finalizes orientation outline.
- **February:** Sample orientation materials assembled and summer training session planned.
- **March:** MWA working on orientation outline and materials.
- **April:** Committee approval of MWA Board member onboarding process, including manual and yearly orientation schedule.
- **May:** New onboarding procedures shared with MWA membership.
- **June/July:** Onboarding training session out to new board members (with invitation to any existing Board members who want to join).

- **July/August:** Onboarding session held for new board members

## **Workplan**

### **November**

- MWA staff to work with Sheila on Harneen's replacement (going to do initial outreach to Rob Corley).
- Establish a work plan for Committee's FY20 work.
- MWA staff to work on orientation outline.
- Update Board Nomination and Board Member Job Description forms.
- Valerie to connect with Stan on setting up a mid-year ED review.
- MWA staff to draft WISP policy and delegation of authority document.
- MWA staff to share with the committee existing policies and procedures (fiscal, COI, procurement).

### **December**

- MWA Board votes on new member to replace Harneen.
- Diversity statement approved by full MWA Board.
- Share Board Nomination and Board Member Job Description forms with full MWA Board.
- MWA staff to provide the committee with orientation outline.
- ED/Chair check-in goals and any realignment.
- Committee to review WISP and delegation of authority documents, plus existing MWA policies and procedures.

### **January**

- Committee approval of Board Nomination and Board Member Job Description forms.
- Committee provides feedback and finalizes the orientation outline and potential date.
- Committee to discuss and decide on any additional governance internal documents that MWA needs to create.

### **February**

- MWA staff to provide an annual association member survey for Committee review.
- Sample orientation materials assembled and summer training session planned.
- Committee discussion and approval of annual member survey. Timing of survey finalized.

### **March**

- Annual member survey shared with the governance committee for feedback.
- Annual member survey shared with full MWA Board.

### **April**

- Board nomination form out to membership.
- Annual member survey shared with full MWA Board.

- Approval of MWA Board member onboarding process, including manual and yearly orientation schedule

### **May**

- Annual member survey out to membership.
- Ensure the proposed new or returning slate of directors finalized by committee.
- Annual ED evaluation completed.
- Association survey results shared with the committee.

### **June**

- Annual ED evaluation shared with the committee with any actions approved by committee for FY21 budget.
- Summer onboarding session scheduled.