The SAAF Governance Working Group (GWG) was established by the SAAF Board in September 2022, with its purpose, responsibilities, and scope of work articulated in a charging document adopted by the Board.

The GWG is composed of the following SAAF Board members: Bob Clark (Chair), Sharmila Bhatia, Natalie Bauer, Jessica Chapel, and Elizabeth Myers.

Kick-Off Meeting:

The GWG held its initial kick-off meeting via Zoom on November 4, 2022, at 2:00 pm ET. The GWG members in attendance were Clark, Bhatia, Bauer, Chapel, and Myers. SAA Executive Director Jackie Price Osafo and SAA Governance Manager Felicia Owens also attended.

The GWG reviewed the charging document approved by the Board and had a robust discussion about prioritization of the Duties and Responsibilities assigned to the GWG. The following decisions were made unanimously:

1. Given the importance of the work assigned to the group, the GWG will strive to complete most of its work within two (2) years rather than the full three (3) years, with the goal of providing the SAAF Board with a regular flow of recommendations for action throughout the two-year period. The third year would be reserved for addressing additional items of concern that surface during the first two years of work.

2. The GWG identified three initial areas of focus for its work:
   a. Reviewing the structure and charge of the Nominating Committee,
   b. Reviewing the structure of the Development Committee, and
   c. Codifying non-board positions on committees.

We believe that by addressing these committee issues first, it will create a pathway to revising the SAAF Board’s approach to all its committee structures, policies, and procedures, build a foundation for addressing other issues related to development and
gift acceptance, and inform decision-making around the overall composition of the board and a review of the SAAF bylaws.

3. The GWG then divided up these initial focus areas to create smaller task forces that will then report back to the committee of the whole, enabling the entire GWG to reach consensus on any recommendation to be referred to the SAAF Board for consideration and action. The focus areas were assigned as follows:
   a. Nominating Committee review: Sharmila Bhatia and Beth Myers
   b. Development Committee review: Natalie Bauer and Jessica Chapel
   c. Non-Board Members serving on committees: Bob Clark

It was decided that the next GWG meeting will take place in mid-January 2023 to give the smaller task forces time to work, given the end of the year holidays and press of academic calendars.

Timeline for GWG action:
The GWG charging document requires that a timeline to review and act on each of the focus areas be provided to the Board by January 2023.

As you can imagine, because of the nature of the work, a precise timeline is not necessarily possible or advisable since one area of work builds on another or may lead down an unexpected path of inquiry. However, we feel comfortable providing the following general timeline, which can be updated in each report to the Board.

FY2023:
   o Reviewing the structure and charge of the Nominating Committee
   o Reviewing the structure of the Development Committee
   o Codifying non-board positions on committees
   o Issues related to major donors/major gifts and Gift Acceptance Committee

FY2024:
   o Develop description for Young Professionals Advisory Committee
   o Consider need for ongoing Governance Committee
   o Review Board Structure and Composition
   o Comprehensive review of Bylaws

FY2025
   o Any follow-up or implementation work related to the above
   o Any additional issues or concerns that came to light during the GWG’s work