WCMA Governance and Board Operations Committee Statement of Purpose

The mission of the Washington City/County Management Association (WCMA) is to advance the profession, support local government managers, and promote excellence in local government management. The WCMA Strategic Plan focuses on five strategic directions for the years 2026–2031:

1. Strengthen Governance, Roles, and Organizational Infrastructure
2. Deepen Member Value, Engagement, and Connection
3. Build and Sustain a Strong Leadership Pipeline
4. Elevate the Profession and Strengthen Recruitment
5. Align Capacity, Priorities, and Partnerships for Long-Term Sustainability

WCMA expects to see, among other outcomes, strong resources and support systems for members, a dynamic and engaged peer network that promotes collaborative learning and growth, active and engaged members, and a strengthened pipeline into local government management.

To advance these outcomes—particularly strengthening governance, clarifying roles, and improving organizational infrastructure—WCMA has formed a Governance and Board Operations Committee.

Purpose

On behalf of and in coordination with the WCMA Board of Directors, the Governance and Board Operations Committee will formalize, maintain, and continuously improve WCMA's governance structure, board operational policies, and core governance materials. The Committee's work is intended to strengthen board continuity, improve onboarding and leadership transitions, increase administrative efficiency, and support consistent, effective board meeting operations.

Scope of Work and Responsibilities

The Committee will advance the development, organization, adoption (as appropriate), and ongoing refinement of WCMA governance and board operations materials and practices. This includes, but is not limited to:

- **Board Structure and Governance Framework**
    - Reviewing and recommending improvements to WCMA board governance structures, board committee roles, and board operational practices to support effective oversight and continuity.
    - Supporting the board's alignment of governance practices with WCMA's Strategic Plan and long-term organizational sustainability.
- **Governance Document Cataloging and Records Organization**
    - Creating and maintaining a clear inventory ("catalog") of WCMA governance materials, including but not limited to bylaws, policies, standing committee statements of purpose/charters, board officer role descriptions, board calendars, and recurring board actions.
    - Establishing a consistent, user-friendly system for storing, organizing, and retrieving governance documents (including version control, dates of adoption, and review cycles).
    - Document and maintain clear roles and responsibilities for board members, officers, senior advisors, and affiliates.
- **Board Policies and Standard Operating Practices**
    - Drafting, consolidating, and recommending board policies and operational procedures that improve clarity, consistency, and efficiency (e.g., meeting operations, agenda development, action tracking, decision documentation, document retention practices for board materials, and committee reporting expectations).
    - Developing templates and tools that support consistent board operations (e.g., agenda templates, committee report formats, annual work plan templates, and onboarding checklists).
- **Onboarding and Orientation of New Board Members**

    - Developing and maintaining a board member onboarding process and orientation materials that support timely, consistent transitions—particularly for newly elected/appointed officers and first-time board members.
    - Curating an onboarding packet that includes governance documents, role expectations, strategic priorities, annual board calendar, committee structure, and core administrative processes.
- **Succession, Continuity, and Leadership Transition**
    - Supporting the WCMA Board in strengthening leadership continuity and succession planning through clear officer transition practices, continuity documentation, and handoff tools.
    - Recommending practices that improve continuity across board terms, including "lessons learned" documentation and annual governance reviews.
- **Continuous Improvement and Annual Review**
    - Establishing a predictable cycle for reviewing governance documents and board operational practices, with recommendations to the WCMA Board for updates and adoption as needed.
    - Providing periodic summaries to the WCMA Board regarding progress, recommended actions, and any identified governance or operational gaps.

Committee Structure and Operations

The Governance and Board Operations Committee is a standing WCMA Board Committee, appointed by the Board annually. The Committee will consist of at least five (5) members and may include members of the WCMA Board and additional members from the general WCMA membership to build capacity, strengthen continuity, and support leadership development.

The Committee Chair will be appointed by the WCMA Board President (or as otherwise directed by the Board). The Committee will meet on a regular basis throughout the year, with a goal of meeting at least quarterly and more frequently as needed to complete time-sensitive deliverables (including onboarding and annual governance review milestones).

Deliverables

To support clarity and accountability, the Committee's initial work plan will include deliverables such as:

- A centralized governance document (inventory) catalog and accessible repository structure (with naming conventions)

- Updated onboarding and orientation materials for incoming board members, including role expectations and resources
- Recommended board operations tools (agenda templates, action trackers, comprehensive annual board calendar)
- A governance review schedule and summary schedule (annual or other) of recommended review/updates
- Succession and continuity tools for officer and committee transitions

Adopted by the WCMA Board of Directors on 6/24/2026