

Charter of the Board Committee on Operations
(Adopted by the Board of Governors May 4, 2002)

The Board Committee on Operations shall be chaired by the President of the Board of Governors and consist of the chairs of the other Board Committees, the Executive Director and at least one public member of the Board. It shall be responsible for the effective functioning of the State Bar Board of Governors, for the maintenance and development of Board/Executive Director working relationship, and for oversight of certain high-level internal operational matters. This charter shall be accomplished as follows:

- Oversee the functioning of the Board of Governors by coordinating the work of the five other Board Committees, keeping the Board Mission updated, setting Board Member performance standards and monitoring Board Member performance.
- Developing and keeping updated a profile of beneficial Board Member attributes and qualifications and fashioning and executing strategies that encourage qualified candidates to stand for election to the Board.
- Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new members with senior Board members.
- Overseeing the Board Secretary function.
- Ensuring that the Executive Director position description is updated as necessary to reflect changing State Bar needs, priorities, and circumstances. Annually negotiating Executive Director performance targets and annually or semi-annually evaluating progress in achieving these targets.
- Addressing legal issues that have typically come before the former Legal Committee, recommending Board action as appropriate.
- Addressing internal operational issues not falling within the purview of the other Board committees and non-delegable to staff (e.g. ratifying union/management Memoranda of Understanding and recommending changes to internal rules and regulations such as conflict in interest policies), recommending Board action as appropriate.
- Taking action on behalf of the Board in rare emergency situations when it is impractical to convene a full Board meeting.
- Perform such other functions relevant to the committee's subject area as the Board of Governors may from time to time assign.