Rowan College at BURLINGTON COUNTY

BOARD OF TRUSTEES
BOARD POLICY REVIEW COMMITTEE CHARTER

1. Purpose

The Board Policy Review Committee ("Committee") is a select committee of the Board of Trustees established to support the Board in the systematic development, review, maintenance, and oversight of Board policies.

The Committee shall carry out its responsibilities consistent with **Board Policy 900 — Development, Review, and Maintenance of Board Policies and Administrative Procedures**, which establishes the Board's policy review framework and preserves the distinction between Board policy oversight and the President's authority over College administration and administrative procedures. Policy 900 applies to all Board policies and establishes a review cycle not to exceed five years.

2. Membership & Leadership

The Committee shall consist of such members of the Board of Trustees as are appointed by the Board Chair in accordance with the Bylaws and Board Policy 900.

The Board Chair shall designate the Committee Chair. The President, or the President's designee, shall serve as the principal administrative liaison to the Committee and may provide such staff support, information, and recommendations as are necessary to assist the Committee in carrying out its responsibilities.

Board Counsel and other College officials or advisors may participate as requested or appropriate.

3. Meetings & Procedures

The Committee shall meet as necessary to carry out its responsibilities and the Board's established policy review schedule.

Meetings shall be conducted in accordance with applicable law, the Board Bylaws, and Board policies. The Committee shall maintain appropriate records of its recommendations and actions.

The Committee may establish an annual or periodic work plan identifying policies scheduled or prioritized for review.

4. Responsibilities

Consistent with Board Policy 900, the Committee shall:

a. *Coordinate the Board Policy Review Process*
   - Oversee the systematic review of Board policies and assist in maintaining an orderly and documented policy review cycle.

b. *Review Proposed Board Policies*
   - Review new Board policies and substantive revisions initiated by the President before they are presented to the full Board for consideration.

c. *Apply Established Review Standards*
   - Review proposed policies for clarity, coherence, internal consistency, legal and statutory compliance, alignment with Board governance and fiduciary responsibilities, and consistency with applicable accreditation standards, as provided in Policy 900.

d. *Prioritize Policy Review*
   - Give appropriate attention to policies presenting significant governance, legal, ethical, accreditation, compliance, institutional, or reputational considerations and to policies requiring review because of changes in law, accreditation requirements, or identified institutional risk.

e. *Recommend Board Action*
   - Recommend proposed policies or policy revisions for consideration by the full Board; return proposals to the President with guidance or requested revisions; or decline to recommend a proposal for Board consideration, consistent with Policy 900.

f. *Review Existing Policies*
   - Recommend that existing Board policies be amended, reaffirmed without change, or repealed when appropriate.

g. *Support Policy Maintenance and Documentation*
   - Promote the maintenance of a current, coherent, and appropriately documented body of Board policies and periodically review the status of the Board's policy inventory and review schedule.

5. Limitations of Authority

The Committee is an **advisory and recommending body of the Board** and shall not exercise authority reserved to the full Board of Trustees.

The Committee shall not independently adopt, amend, reaffirm, or repeal Board policy. Final authority for such actions remains with the Board of Trustees.

The Committee shall not direct College operations or assume responsibility for the development or administration of administrative procedures. Consistent with Policy 900, administrative procedures remain the responsibility of the President.

6. Reporting to the Board

The Committee Chair shall report Committee recommendations and significant policy-review activities to the Board of Trustees.

Policies recommended by the Committee shall be advanced to the full Board for consideration in accordance with Policy 900, the Board Bylaws, and applicable Board procedures.

7. Charter Review

The Committee shall periodically review this Charter and recommend revisions to the Board when necessary to maintain consistency with the Board Bylaws, Board Policy 900, applicable law, accreditation requirements, and effective governance practices.