Leadership Development Committee Job Description

Purpose of Committee
The Leadership Development Committee is a standing committee of the Board of Directors that will work to ensure the efficient and effective work of the Board. The Leadership Development committee ensures the constant health and effectiveness of the full board and the work it performs for the organization.

Specific work of the Committee includes:
- Develop a work plan for the year
- Review the Board Member job description annually
- Review existing policies of the Board and recommend any amendments
- Work to develop and enhance a strategic approach to board eligibility, recruitment and membership, including consideration of the needed skills, backgrounds, knowledge and diversity of Board members
- Develop and implement a board rotation process including a formalized process for succession planning
- Establish linkages between board members and specific constituencies or strategic initiatives
- Develop and implement an annual board assessment process examining both the board’s collective performance and the performance of individual board members
- Recommend topics for Board Education

Role of the Chair
- Convenes committee conference calls and meetings.
- Develops meeting agendas in consultation with staff.
- In consultation with the Board, develops the Committee work plan for the year.

Role of Member
- Attends meetings.
- Contribute expertise on non-profit governance
- Remain current on governance topics
- Scan the membership for future Board prospects
- Propose individuals for consideration for Board and committee positions

Term of Office
The term of office is for three years running from July-June.

**Timing and Frequency of Meetings**

The committee holds two meetings annually. The meetings are scheduled between mid-February and mid-March.

Revised January 2020