



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. The Committee will work with and advise the Nominating Committee, but nominations to the Board will ultimately be determined by the Nominating Committee.

Specific work of the Committee includes:

1. Develop a work plan for the year
2. Develop a job description for Board members
3. Review existing policies of the Board and recommend any amendments
4. Work to develop a more strategic approach to board eligibility, recruitment and membership, including consideration of the needed skills, backgrounds, knowledge and diversity
5. Develop and implement a board rotation process including a formalized process for succession planning
6. Establish linkages between board members and specific constituencies or strategic initiatives
7. Develop and implement an annual board assessment process examining both the board's collective performance and the performance of individual board members
8. Provide direction to the Nominating Committee in preparation for March/April Nominating process
9. Recommend topics for Board Education

Role of 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 the meetings called by the chair.

- Contribute expertise on non-profit governance
- Remain current on governance topics
- Scan the membership for future Board prospects
- Propose individuals for Nominating Committee consideration

Term of Office

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

Timing and Frequency of Meetings

The committee meets three-four times a year. All meetings are held via teleconference