

STRONG PARKS, STRONG COMMUNITIES

Tool 14: Board Development Committee

COMMITTEE CHARTER: PURPOSE, RESPONSIBILITIES, AND WORK PLAN

Purpose

Manage board development and effectiveness and ensure that the board of directors is responsive to the organization's needs. Select and support the executive director and fulfill the functions of a human resources committee regarding personnel matters.

Responsibilities

- Determine qualifications and characteristics needed by board members; identifying, screening and reviewing individuals qualified to serve as directors and officers of the board.
- Review, approve and recommend for board consideration candidates for the board of directors, and advise the board regarding the nomination or election of candidates.
- Develop, update, and recommend to the board appropriate governance policies and principles, regarding such issues as size, restrictions of services, term limits, etc.
- Recommend and support the effectiveness of supporting governance structures, including an advisory council, as appropriate.
- Establish performance criteria/expectations for board members in areas of attendance, preparedness, candor and participation.
- Coordinate and oversee the annual self-evaluation of the role and performance of the board, its committees, and its advisors.
- Establish policies to promote honest and ethical conduct by directors and officers.
- Oversee the organization's policies regarding compensation, conducting the performance review for the executive director, and setting compensation for the executive director.
- Coordinate the process of evaluating the executive director, engaging the Executive Committee and other members of the board as appropriate.

Composition and Delegation

The Board Development Committee shall be composed of at least three board members. The members of the Committee shall be appointed annually by the board.

ANNUAL BOARD DEVELOPMENT COMMITTEE WORK PLAN (SAMPLE)

First Quarter

- Identify and evaluate board candidates.
- Recommend new board candidates.
- Recommend officers to the board.

- Review each board member to ensure maximum effectiveness. May include removal of ineffective board members.
- Update board member profile grid.
- Review board member self-evaluations.
- Discuss potential to establish advisory council.
- Invite guest representatives to board meetings to present regional views.
- Contact members with terms expiring.

Second Quarter

- Provide members with updated manuals.
- Meet with the Board Chair to discuss ways to fully engage board.
- Evaluate committee structures and effectiveness and make necessary changes.
- Identify mentors for new board members.
- Brainstorm advisory council launch.

Third Quarter

- Review philanthropic partner organization's evaluation process.
- Review bylaws and policies for potential changes, discrepancies or inconsistencies.
- Provide additional professional and/or policy presentations at board meetings.
- Discuss board term limits.

Fourth Quarter

- Recruit advisory council prospects and invite to the annual conference.
- Form committee to develop annual work plan.
- Distribute board self-evaluation and agreement to board members.
- Review Conflict of Interest policy with board at December board meeting.
- Select a chair-elect.
- Develop board discussion topics for next year.