

CHARTER FOR THE BOARD DEVELOPMENT COMMITTEE

Purpose of the Committee:

The committee oversees recruitment, orientation, education and materials for potential and new board members.

Roles and Responsibilities of the Committee:

- The committee takes the lead in developing and implementing board recruitment and orientation plans.
- The committee members encourage current board members, the executive, and TPA staff (through their work) to help identify, recruit and nominate new board members.
- The committee members assess the organization's board governance and educational needs.
- The committee members promote, and provide education about the organization, its field and governance to board members and volunteers.
- The committee members provide and/or arrange for training for on-going board member development.

Committee Constitution:

- Membership is limited to 2-5 current board members and the Executive Director.
- Committee members are expected to attend committee meetings.
- Committee members will assist in the recruitment, orientation, education and on-going training of board members.
- Chair of the Broad Development Committee shall be the committee representative to the Board.
- Member and Chair Succession Plan – Committee members have no specific term assignment, although 2 years would be ideal. Members serve as long as they feel they can make a contribution. Member and chair succession will be informal, with departing participants assuming responsibility for transition activities and training.

Overarching Goals for 2017/2018:

1. Recruit 5 new board members
2. Provide industry/sector education opportunities for board members through:
 - a. Event participation
 - b. Webinars
 - c. Access to industry articles and materials
 - d. Access to other partnership links
3. Board development through:
 - a. TPA developed materials
 - b. Participation on board committees
 - c. Board officer training
 - d. Online learning opportunities

Strategy

The Committee:

- Strives to identify and recruit new board members as needed to ensure membership remains at the recommended level according to the bylaws and organizational goals.
- Periodically evaluate current board makeup for effectiveness and will recruit new members according to board needs, area of expertise desired and/or connection to the community.
- Interview each board candidate with the Executive Director and other board member as necessary.
- Work closely with the Executive Director and staff to develop a comprehensive board manual which will be distributed and/or updated annually and provided to all new members.
- Develop a board orientation plan and communicate regularly with the new member to ensure that they are engaged in and learning about the organization. A board mentor program is being considered.
- Periodically survey member needs; identify topics of interest for board and make plans for education opportunities. Board training may occur at regular board meetings, at separate times and/or at the annual board retreat.
- Work with other committees as necessary to ensure coordination and communication across the organization.

Budget and Resources

- Should the sub-committee foresee any expenses in the development of materials, education or other opportunities at any level must be approved by the board/or Executive Director prior to expenditure.
- Most of the nominating committee's resources will come from the committee members' knowledge of the organization, nonprofit best practices, and additional relevant sources. The organization will support development of the board manual, orientation packets and any materials needed for board recruitment and education.

Committee Composition:

- Board Development Committee – Chair – Karen deVilla
- Executive Director – Diana Dollar
- Committee Lead – Vacant
- Committee Members – Andi Rusu, Chris Inverso, Diana Dollar and Karen deVilla
- Staff Support - TBD

Staff Support Detail: Identify and update board notebook materials, board portal, recruiting materials, etc. as recommended, make copies for each board member and deliver to a committee member for distribution at the board meeting. Communicate with the committee regarding any board concerns. Process background checks for incoming prospective board members if necessary. Coordinate on-boarding of new volunteers and board members as directed.