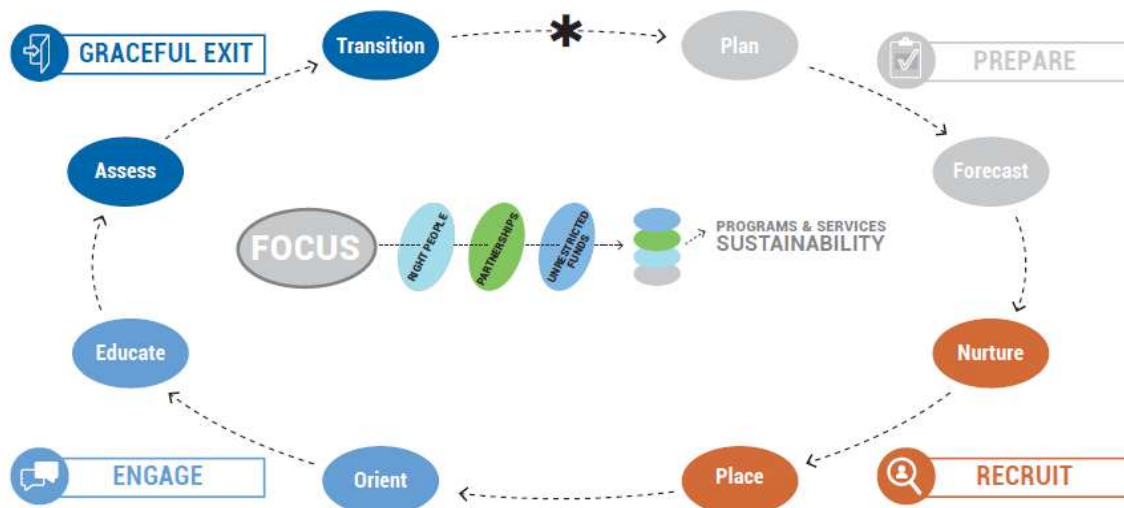


Board Development Committee Job Description – A Template

Disclaimer: This document is not intended as legal advice. Your organizational goals, purpose, bylaws, and values should drive the creation of this document.

The “right people at the right time to move the mission forward” is the ultimate aim. To do that, each organization needs a process to focus on creating and sustaining boards on purpose. As such, the role of the board development committee is more than just recruitment. It leads and advises the whole board in the cycle of board succession including strategic recruitment, thoughtful engagement, and graceful exit. The committee is focused on drafting, implementing, and updating the plan. The specific activities of each committee will differ depending on the scope and complexity of the organization, the role of staff, and the interests of the full board. This document should not contradict the outline for this committee in the bylaws but instead offer more insight and action to meet current organizational needs.

Below is an example that should be adapted to your organization. For more information on the full cycle of board succession contact The Foraker Group, info@forakergroup.org.



Expectation of hours per year: xxx

Tools to guide the process:

- Bylaws
- Core ideology (core purpose/core values)
- Strategic plan
- Board matrix
- Board job descriptions
- Officer job descriptions
- Board succession plan
- Board officer succession plan

Below is a set of categories and some sample language. All language should be updated to meet the needs of each committee.

Duties of Board Development Committee Chair:

- ☐ Work directly with the Executive Director/CEO to determine meeting frequency and agendas
- ☐ Convene meetings, follow the agenda, and facilitate meetings
- ☐ Write/update/review the board succession plan
- ☐ Lead the team through a process to recommend areas of focus for the committee each year
- ☐ Provide leadership and voice to the importance of board donations and work with staff to achieve the goal of 100% board giving that honors the organization's values and definitions of success *(This can live in other committees or may not apply to board service in your organization.)*
- ☐ Provide board meeting agendas on the topic of board engagement, education, and board evaluation
- ☐ Provide a sounding board for the Executive Director/CEO and board chair(s) in the areas of board selection, engagement, and exit

Duties of Primary Staff: (often or including the Executive Director/CEO)

- ☐ Work directly with the committee chair to ensure timely information is delivered for a productive meeting
- ☐ Handle meeting logistics and notification
- ☐ Take minutes and provide follow-up communication for action items and board member assignments

Primary Committee Responsibilities:

- ☐ Ensure all board members and board prospects align with the core purpose and core values of the organization
- ☐ Attend to the full cycle of board participation to include but not limited to:

Prepare:

- ☐ Draft/update/approve the board succession plan
- ☐ Periodically (typically 3-5 years) review the bylaws and board job descriptions for alignment
- ☐ Forecast characteristics needed in new board members to meet organizational goals over the next 3-5 years *(Use your strategic plan, core values, diversity goals.)*

- Use a board matrix – specific to your organization – to identify the networks the organization needs to access as well as characteristics such as age, race, gender, profession, skills, geographic location, and other factors determined by the committee

Recruit:

- ☐ Identify and recruit new members needed each year and ensure that they are familiar and comfortable with the board job description
- ☐ Support the process of board nomination/acceptance or voting as articulated in the bylaws

Engage:

- ☐ Design and conduct an orientation for new members (*before they attend their first meeting*), or advise staff on fulfilling this function as appropriate
- ☐ Serve as mentors for new board members for their first years of service
- ☐ Design and conduct meaningful connections for board members
- ☐ Focus on adapting, shifting, and engaging the way the board comes together to be a welcoming space
- ☐ Design and conduct a consistent board self-assessment, propose action based on findings
- ☐ Work with the board chair or committee to design an annual board retreat that offers time for strategic thinking and deeper connections (*include the ED/CEO*)**
- ☐ Organize (*with ED/CEO*) at least one training a year to help the board gain more knowledge about the work of the organization**
- ☐ Develop additional skill-building opportunities for the board to become/sustain a high-performing board**
- ☐ Help board members conduct their own performance assessment based on their job description**
- ☐ Contact board members when their attendance falls below expected levels**

Graceful Exit:

- ☐ Engage in planned succession (*living terms and/or term limits*)
- ☐ Define/implement a clear acknowledgment plan that matches organizational culture to thank people for their service (*formal and/or informal*)
- ☐ Determine culturally appropriate ways to say thank you – gifts of items, words, or actions
- ☐ Determine if there are special or additional ways to thank officers for their service
- ☐ Ensure a clear process to keep the “right” people engaged in the mission and on the mailing list

****Optional Responsibilities**

I agree to be informed about and to observe the following board policies in our manual:

- ☐ Avoidance of conflict of interest
- ☐ Equal opportunity and avoidance of discrimination

Signed: _____ Date: _____