Example Job Description for the Board Development Committee

**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
- Board succession plan
- Board chair recruitment procedure

**Duties of Board Development Committee Chair:**
- Work directly with the lead staff member to determine meeting frequency and agendas
- Convene meetings, follow the agenda, and facilitate meetings

**Duties of Primary Staff:**
- Work directly with the committee chair to assure 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:**
- Assure all board members and board prospects align to the core purpose and core values of the organization.
- Attend to the full cycle of board participation to include:
  **Prepare:**
  - Draft/update/approve the board succession plan
  - Periodically review the Bylaws and board job description
  - 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
  - Identify and recruit new members needed this year. Assure 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
  - 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 connection for board members
  - Focus on adapting and shifting and engaging to be a welcoming space
  - Work with board chair or committee to design a board retreat (include the ED)**
  - Organize (with ED) at least 1 training a year to help the board gain more knowledge about the work of the organization**
  - Develop additional skill-building opportunities for board to become/sustain a high performing board**
  - Design and conduct a consistent board self-assessment. Propose action based on findings.
  - Help board members conduct their own performance assessment based on their job description**
  - Conduct an annual assessment of the board chairperson**
Graceful Exit:
- Define and carry out culturally appropriate ways to thank board members for their service
- Contact board members when their attendance falls below expected levels**

**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:______________________