

## 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

#### Recruit:

- 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

#### 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 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: \_\_\_\_\_