



## Board Development Committee Charter

The primary purpose of this standing committee is to maintain and increase board literacy, develop and implement a board succession and onboarding plan, and oversee the annual election cycle. The committee's responsibilities include:

1. Identify ongoing educational and training opportunities for the existing board to increase literacy.
2. Develop internal assessment tools for board performance.
3. Identify, recruit and orient candidates to run for the board
4. Prepare orientation materials and onboard new directors.
5. Create nomination and election materials and notices to membership and community
6. Maintain an annual calendar for nominations and election.
7. Prepare and distribute nomination, election and orientation materials to potential candidates
8. Prepare and distribute nomination and election materials and notices to membership and community.
9. Work with the Treasurer to create a recommendation for an annual board talent committee budget.
10. Spend money (within budgeted amounts) to accomplish the committee's goals.
11. Provide a brief written report to the board monthly about the activities of this committee and the progress of talent identification and recruitment.

The committee will meet *as needed* with the chair being ultimately responsible for scheduling the meetings and reporting to the Board of Directors.

*This committee shall consist of at least one board member. Board members up for re-election cannot serve on this committee in the year of their re-election.*

Limit: The committee cannot spend more than budgeted, cannot spend more than \$50 on unbudgeted items without committee approval and no individual committee member has the authority to spend money unless specifically authorized by the committee or Board.

**Adopted: June 4, 2018**

**Reapproved: August 26, 2019; September 28, 2020; September 15, 2021**

**Last Updated: September 28, 2020**