

Community Health Services Job Description for Board Development Committee

Committee Name: Board Development Committee

Committee Charge:

The Committee has the overall responsibility to identify, recruit and recommend potential Board members to the Board of Directors (“Board”) for election and for the design and delivery of the Board member education process. The Committee meets as often as needed but is scheduled to meet at least quarterly. The primary purpose of the committee is to continuously evaluate the composition of the Board of Directors and recruit and recommend candidates, as needed, in order to create a diverse Board of Directors. The second responsibility of the committee is to design and help implement, as necessary, the Board member education process.

Accountability:

- The Board Development Committee is a special committee established by the Board of Directors as a standing committee.
- The Board Development Committee reports to the Board of Directors.
- The Chair is appointed by the Board President with the advice of the Executive Committee of the Board.

Composition and Term of Service:

- The committee shall consist of four to six members who are enthusiastic about the role and mission of Community Health Services.
- The committee members will be selected by the Committee Chair in consultation with the Executive Director.
- The Committee Chair will be a member of the Board of Directors
- The terms of service will be one year, with opportunities for serving additional terms if warranted.
- The majority of the committee will be members of the Board of Directors.
- The Executive Director is staff member assigned to the committee.

Duties:

- Design Board Member Education and Recognition Plan
 - New Board Member Orientation Process
 - Ongoing training
 - Recognition Plans for good volunteer work, retirement, etc.
 - Succession Planning
 - Plan and coordinate Board Retreats
- Review Board of Directors Job description annually and recommend changes to the full Board of Directors.

- Annually review the composition of the Board of Directors to determine any gaps in the skills and leadership needs for the upcoming Board terms.
 - Determine how many openings there are on the Board due to term limitations or other factors
 - Based on the analysis of the existing Board, determine the characteristics (skills, qualities, industries, etc.) needed in additional Board members
- Conducts an annual survey by Board members of the Board's effectiveness.
- Design Recruitment Process and Set Calendar
 - Determine the method for identifying, contacting, interviewing, and recommending potential members for election to the Board
 - The Committee may refer names of interested parties to other committees for involvement at a lower level than the Board level.
- Prepare annual slate of officers to be presented to the Board of Directors prior to the annual meeting
- Present a slate of candidates for nomination to the Board of Directors annually, or nominate individual candidates throughout the year as appropriate