



## Committee Job Description

**COMMITTEE NAME:** Board Development Committee

**PURPOSE:** The board development committee is commissioned by, and responsible to, the York Habitat for Humanity board of directors to

- ensure board effectiveness, maximum participation, and performance;
- identify, recruit, and nominate persons to serve as members and officers of the board in a timely fashion;
- ensure board policies are being observed;
- implement board development and growth opportunities throughout the year;
- ensure all board members receive orientation; and
- annually, recommend a slate of officers to the board for approval.

**REPORTS TO:** President of the Board of Directors, **CHAired BY:** Vice President of the Board of Directors

**FREQUENCY OF MEETINGS:** Quarterly or more frequently if needed.

### **DUTIES:**

#### **Board Development**

- Creates and maintains a board of directors position description as well as position descriptions for each officer.
- Meets annually with board members whose first terms are expiring to assess their interest in completing second terms.
- Nominates board members for election as board officers each year.
- Helps board members identify where they may best serve the organization, including committee selection and other role(s) the directors may be equipped to assume on behalf of the organization.
- Identifies well-qualified candidates using a careful process designed to obtain influential and knowledgeable strategic-thinkers, representative of the York community. The major steps in this committee's process are:
  1. Identify and prioritize the board's need(s) utilizing a board assessment tool.
  2. Compile a list of qualified prospects according to the identified need(s).
  3. Present the prospect(s) to the Executive Committee for preliminary feedback.
  4. With the nod from the Executive Committee, meet with candidates to a) thoroughly counsel candidates regarding the organization's mission, program, organizational chart and committee structure, role of the board, and expectations of board members, b) to explore the candidate's interest in serving the organization, and c) to determine if the candidate has the time needed to fulfill the role effectively.

5. Obtain a completed board application from qualified and interested candidates.
6. Develop a slate of nominees, if applicable.
7. Recommend the candidate(s) or slate of nominees to the board of directors for approval. The board will make a motion to accept or reject each candidate.

For a variety of reasons at-large, vacancies may occur on the board during the period between elections. When these occur, it is the responsibility of the board development committee to recommend a suitable candidate for appointment by the board to fill the vacancy.

### **Board Training**

- Designs and oversees a comprehensive board orientation for every board member, adequately preparing directors for their roles prior to their initial meetings.
- Designs and implements an ongoing board training/education program to enhance the quality and future viability of the board.
- Leads the board in regularly reviewing the board's role, areas of responsibility, and expectations of individual board members.
- Assists the board in periodically updating and clarifying the primary areas of focus for the board, based on the strategic plan.

### **Board Performance/Effectiveness**

- In conjunction with the Board President, analyzes the performance of the board of directors as a whole, utilizing the achievement of the goals and objectives of the strategic plan as the benchmark.
- Analyzes the performance of individual members of the board in terms of attendance at board meetings; participation in discussion and decision making at board meetings; level of involvement at the committee level; participation in groundbreakings, dedications, and other special events; personal giving; and fundraising for the organization.
- Consults with board members who are not performing adequately and makes recommendations to the board whether such board members should be removed or retained.
- Proposes, as appropriate, changes in board structure, roles, and responsibilities.
- Provides ongoing counsel to the board on steps they might take to enhance board effectiveness.
- Periodically reviews and updates the board's policies and practices, such as Conflict of Interest, Code of Ethics, board attendance policy, adherence to Robert's Rules, use of a quorum, etc.

### **Board Leadership**

- Takes the lead in succession planning for the Executive Director, board officers and directors, taking steps to recruit and prepare for future board leadership.
- Prepare new officers for their positions.
- Annually, review and make recommendations for changes in bylaws.
- Conduct exit interviews with out-going board members.