

Model statement of the duties, or “Job Description,” for a Nominating and Board Development Committee of the board of directors of a non-profit agency

The Nominating and Board Development Committee shall be responsible for finding new Board members and for improving the efficiency and effectiveness of the Board of Directors as follows:

Recruitment

The Committee will consult with the full Board and the chief executive about the qualities of background, experience, and temperament that are needed to fill vacancies on the Board. It will lead and facilitate a recruiting effort that includes its own members, other Board members, agency staff, and agency supporters. This recruiting effort will, if necessary, be carried out throughout the year.

The Committee will consult informally with the full Board and the chief executive prior to submitting the name of any prospective new member for election to the Board.

The Committee will, in concert with the Board Chair, recommend the members of all Board committees. If requested by the Board Chair the Committee, and/or its Chair, will also recommend persons to be assigned to special work groups.

Orientation

The Committee will, in concert with the chief executive, organize and carry out an orientation program for new members. The program will help new members to understand the agency’s mission, history, core values, vision, goals, services, organizational structure (Board and staff), finances, human resource systems, and physical resources.

The Committee will seek evaluations from new members about the orientation program.

Recognition

The Committee is responsible for organizing appropriate events at which the Board as a whole recognizes Board and staff members.

Board Goals and Work Plan

The Committee will, in collaboration with the Board Chair and the chief executive, facilitate the process of development of annual Board goals and of an annual work plan for adoption by the full Board. Near the end of the year the Committee will lead the process of evaluation, by Board members, of the Board’s success in meeting those goals.

Individual Board Members Goals and Work Plans

The Committee will, in collaboration with the Board Chair and the chief executive, facilitate the development of individual Board member goals for the year and, where appropriate, work plans. Near the end of the year it will lead the process by which each member evaluates her/his success in accomplishing goals during the year past.

Board Education

The Committee will, again in conjunction with the Board Chair and the chief executive, work with the Board as a whole to develop a list of priority educational topics, to organize presentations/discussion on those topics, and to evaluate the effectiveness and appropriateness of all presentations.

Mentors

The Committee will recruit mentors from among existing Board members to assist new members in the transition to Board service. It will prepare a mentor job description that will be given to all prospective mentors, and it will seek evaluative feedback from new members at the end of a one-year mentoring period.

Board Member Attendance

In conjunction with the Board Secretary the Committee will contact Board members who do not maintain a record of 75% attendance at Board and Committee meetings and determine whether it is possible for them to improve their attendance. If it is not possible and/or if the problem continues the Chair or a Committee will suggest that the member resign.

Members of the committee will contact absent Board members to catch them up on the content of meetings they missed.