

Leadership Development Committee Charter (draft v3)

Purpose

The Leadership Development Committee has a responsibility for identifying qualified candidates, in terms of appropriate skills and/or interests, to be presented on the slate of candidates for the election at Congregational Meetings. The Committee also has the responsibility for suggesting, upon request from the Board, qualified candidates for Board-appointed positions and for suggesting names for possible appointees to fill vacated elected positions between elections.

In addition to providing nominees, the Leadership Development Committee will provide a training and development plan for each nominee, identifying resources and time frames consistent with the responsibilities of the position the nominee will be assuming.

Authority

The Leadership Development Committee operates as a Congregational committee and as such is accountable to the Congregation and secondarily to the Board of Directors.

Positions to be Addressed:

The Committee is to present nominees at the congregational meetings in accordance with the bylaws.

Membership

The Leadership Development Committee is composed of at least six members elected by the Congregation.

- Chair
- Chair -Elect
- Past Chair
- Four members serving two-year terms.
- Vice President will serve as an ex-officio member.
- The Prospective New Member Coordinator will serve as an ex-officio member

Responsibilities of the Committee Members

- Establish a system for their work.
- Search across the Church for candidates including soliciting recommendations and self-volunteers from the congregation.
- Reach agreement on who will be invited to serve and by which committee member(s) and in which order.
- Create a confidential method for sharing updates in a timely manner.
- Attend meetings and notify the Chair in advance of an absence.

- Participate in open and candid discussions.
- Maintain appropriate confidentiality of conversations in Committee and with congregants.
- Assist the Chair in tasks, agendas, and planning.
- Review meeting minutes prior to Committee meetings.
- Speak with one voice when disseminating information outside of Committee meetings.

Responsibilities of the Committee Chair

- Work closely with the President and Vice President when asked for suggestions in filling Board appointed positions and vacancies for elected positions.
- Serve as convener for the Committee, scheduling meetings as needed, planning and sharing agendas with assistance from Committee members and taking minutes.
- Designate members to complete tasks.
- Establish a system of communication among members.
- Maintain a full set of records and archives and forward to the incoming Committee Chair.
- Compile and share with Committee members relevant archives including an updated list of people who currently serve in elected positions and those who have served in these positions in recent past years.
- Solicit biographies from nominees and submit to the President in a timely manner so arrangements can be made to share this information with Church members at least eight days prior to the Congregational Meeting in which elections are held.
- If deemed necessary by the Committee, the Chair plans training workshops.
- The Chair monitors the overall work of the Committee, ensuring the tasks are appropriately completed.

Decision Making Process

The Leadership Development Committee will utilize consensus as the primary decision-making method. If that fails, a simple majority vote will take place.

All candidates submitted to the congregation will be made with every member's input.

Meeting Frequency and Duration

The Leadership Development Committee's initial meeting shall take place by fall of each year, and a series of additional meetings shall be scheduled as needed to accomplish their work by early spring.

Review and Revision

This charter will be reviewed and revised as necessary.