

## **PFC Board Development Committee Charter**

### **Purpose**

The committee exists to assist the Board in activities of board development (such as training, planning, and self-evaluation) as a means to continually improve Board performance through education, enriched input, and deliberation.

### **Relevant Policies**

- G.1.4 - ...Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.
- G.1.5 - The board will...periodically evaluate itself through group discussion.
- G.5 Board Committee Principles
- G.6 global - To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that...continually improves Board performance through education, enriched input, and deliberation.
- G.8 global – Because poor governance costs more than learning to govern well, the Board will invest in its governance capacity.

### **Membership**

The Board will appoint at least two Directors to serve on the committee each year at the first full meeting of the new Board after PFC elections. Non-board PFC Members may also serve. The Committee will choose its own Chair, who must be a Director, and notify the Board. The Chair is responsible for arranging and conducting meetings and for seeing that Committee output is delivered to the Board.

### **Responsibilities**

- Assist the Board in discussion and determination of what information, points of view, and training it needs to carry out its governance responsibilities
- Gather information for Board decisions regarding education, training, planning, and self-evaluation
- Plan, arrange, or facilitate Board development activities, including annual planning session
- Plan and oversee regular Board self-evaluations
- Assist in recruitment of possible Board candidates.
- Provide for orientation of new Directors

### **Resources**

- Training/Education/Planning budget line item approved by the Board each year.
- Minimal GM and staff time for research on possible Board training, education, and planning activities and costs.

### **Committee Calendar**

#### **May**

- Board appoint new Committee members.
- Facilitate development needs discussion (and prepare follow-up report for next Board meeting).

#### **July - September**

- Conduct Annual Planning session.

### October

- Propose activities for the following year with anticipated costs for inclusion in the budget (based on the Planning session discussion).

### November

- Plan and lead semi-annual self-evaluation discussion (and prepare follow-up report for next Board meeting).

### February

- Review committee performance and charter; report to Board for consideration of committee renewal.

### March

- Facilitate development needs discussion (with focus on director orientation).
- Facilitate semi-annual self-evaluation

### April or May

- Conduct new director orientation

## **Meetings**

The committee shall meet as frequently as it determines necessary to discharge its responsibilities. The committee shall submit meeting minutes at the following Board meeting for review and approval.