

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.