

Board Development PY16-17 Work Plan

<u>Committee Members</u>	<u>Staff</u>
Linda Kaminski Dennis Flabetich Barbara Cosner	Patrick Amy M.

*Minimum of 3 members.

TASK FOR PY-16-17



- Set meeting dates
- Establish Chair
- Reaffirm committee membership
- Election of officers
- Recruitment for new board members

BOARD DEVELOPMENT COMMITTEE CHARTER

BACKGROUND

As a 501(c) (3) and as prescribed by the South Central Workforce Council Bylaws, the Board of Directors shall as deemed necessary establish standing or special committees to carry out the work of the Board. Members shall be appointed by the Chair from among the Board of Directors; and may include other individual as required by law or determined appropriate by the Board. As such, the South Central Workforce Council has chartered a Board Development Committee to oversee matters related to board recruitment, appointments, election of officers and professional development.

ARTICLE I **NAME**

South Central Workforce Council Board Development Committee.

ARTICLE II **PURPOSE AND AUTHORITY**

The scope and powers of this Committee is authorize by the full South Central Workforce Development Council, hereinafter referred to as the Council representing Kittitas, Klickitat, Skamania and Yakima Counties. The Board Development Committee is authorized to meet on a regular basis to review and make recommendations for the recruitment and recommendation of Council members; develop materials that orient members to duties and responsibilities, committee appointments, process for election of officers and professional development of the Council.

ARTICLE III **DUTIES AND RESPONSIBILITIES**

- Section 1.** The Committee shall carry out recruitment activities for board vacancies, review and screen applications and make recommendation for approval to the full Council.
- Section 2.** The Committee shall oversee the development of materials that orient members to duties and responsibilities; and advise staff on topic area for Council training/development.
- Section 3.** The Committee shall develop with staff, descriptions of roles and responsibilities for Council members and officers.
- Section 4.** The Committee shall review and make committee recommendations to the Chair for appointment.
- Section 5.** The Committee shall serve as the nomination body for the full Council for the election of officers; and shall consider succession planning for the officers.
- Section 6.** The Committee shall review as necessary Council policies and processes to ensure compliance and for the effective governance.

Section 7. The Committee shall periodically review the corporate bylaws and recommend amendments where appropriate.

ARTICLE IV
MEMBERSHIP

Section 1. The Board Development Committee shall be comprised of no less than three (3) members of the Council.

Section 2. Members shall be appointed by the Chair through recruitment and/or recommendations by the full Council.

Section 3. Terms shall be three (3) years and may be renewed for subsequent terms under the discretion of the Chair.

Section 4. Membership attendance via videoconference or conference call will be considered regular attendance and be afforded all voting rights.

Section 5. A member of the Committee may not vote on a matter under consideration regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Council to constitute a conflict of interest or the appearance of a conflict of interest.

Section 6. Excessive absence from consecutive regular meetings, except under special and/or excused circumstances, may be sufficient cause for termination of a member's appointment to the Committee.

Section 7. The Committee membership is on a voluntary, non-salaried basis. Reimbursement for extraordinary expenses and for mileage to attend regular and special Committee meetings are not allowed, unless authorized by the Council; and only for extenuating circumstances.

ARTICLE V
OFFICERS

Section 1. The officers of the Board Development Committee shall be a Chair and Vice-Chair and determined by the committee members.

Section 2. Members shall perform the duties prescribed by this charter and by the parliamentary rules.

Section 3. Any vacancy in an elected office will be reappointed according to the provisions of this charter.

Section 4. No member shall hold more than one (1) office at a time.

ARTICLE VI

MEETINGS

- Section 1. Regular meetings for the Board Development Committee shall be at least once (1) per year and more frequent as required to carry out the work of the Council.
- Section 2. Special meetings of the Committee may be called upon by written request and can be called by the Chair or Chair Elect; or the Executive Director.
- Section 3. Each regular meeting of the Committee shall be open and accessible to the general public.
- Section 4. Agendas, meeting notices and when possible background information shall be prepared and distributed to all members in advance of each regular and special Committee meeting.
- Section 5. Minutes shall be distributed at or prior to the next regular meeting to all Committee members, public and to such other persons as may be designated by the Chair.
- Section 6. Minutes of all regular and special Committee meetings shall be maintained by Committee staff at a location accessible to the public.