



## **Board Development Committee Charter**

This charter is intended to establish guidelines for the Board Development Committee of Achieve Brown County, established as a standing committee of Achieve Brown County. It is the intent of every Achieve Brown County (ABC) committee to elevate our community to encourage that thoughts, ideas, and perspectives of all individuals are valued, diverse communities and abilities are represented within each committee makeup, and individual identities are represented within each committee.

### **1. Purpose of the Committee**

The Board Development Committee supports ABC by continually working to understand and meet the development needs of the ABC board of directors. The committee will accomplish this by working directly with ABC committee chairs to determine specific opportunities for development. The responsibilities of this committee include, but are not limited to:

- a. Foster a culture of engagement and participation.
- b. Assess the development needs of ABC board and committee members.
- c. In response to assessment of development needs, identify, design, and coordinate opportunities for education and training.
- d. Annually review Board Development charter to ensure ongoing alignment with ABC objectives.
- e. Establish board training calendar for each calendar year.
- f. Maintain, review, and update board matrix document.
- g. Assist in the identification of potential ABC board members
- h. Evaluate effectiveness of board and committee member development annually.

### **2. Collaboration with the Board of Directors and other committees**

- a. The committee chairperson will make reports on significant activities at Board and Officer meetings.
- b. At least one time a year, this committee will assess the specific development needs of each ABC committee.
- c. Work in partnership with ABC staff and other committees on joint objectives as needed.

### **3. Commitment and Expectations**

- a. The committee will meet a minimum of quarterly, with up to two additional meetings as needed.
- b. Chair/Co-Chairs:
  - i. Align goals with Executive Director and Board Chair.
  - ii. Establish a plan and timeline to achieve goals. Report on progress.
  - iii. Record meeting minutes, including action items.
  - iv. Ensure member accountability to action items and commitment to the committee expectations.
  - v. Cultivate relationships with and onboard new committee members.
  - vi. Members commit to work outside of regularly scheduled meetings as needed to advance the strategic priorities of ABC

### **4. Committee Members**

- a. The committee will be led by a chair or co-chairs, one of which must be a member of the board of directors.
- b. The committee shall consist of between three to five members
- c. Membership of the Achieve Brown County Board Development Committee should include individuals who represent backgrounds, knowledge, skills, and experiences including but not limited to:
  - i. Executive non-profit management
  - ii. Skills Assessment
  - iii. Training & Development
  - iv. Facilitation

### **5. 2024 Goals**

- a. Development mechanism for understanding the development needs of the various ABC committees.
- b. In partnership with ABC leadership, develop a training plan for the calendar year 2025.
- c. Connect with other collective impact initiatives to understand their approach to developing their board and committee members.
- d. Review ABC board matrix annually.

Initial Adoption: 10-8-24 by BOD

Approved as revised date: *not yet revised*