

CURLMANITOBA

BOARD DEVELOPMENT COMMITTEE TERMS OF REFERENCE

COMPOSITION:

3 to 5 members, may include non-board members, and staff as ex-officio. .

COMMITTEE TERM:

This is a standing committee of the Board of CurlManitoba.

MEMBER TERM:

CHAIR:

The Chair of the Board Development Committee is a member of the Board of Directors and is appointed by the Board of Directors of CurlManitoba.

COMMITTEE MANDATE:

The Board Development Committee serves as the 'conscience of the board' and examines how well the board is fulfilling its responsibilities.

The Board Development Committee recruits and oversees the development of the Board of Directors and other volunteers and ensures the board processes and structures are effective.

DETAILED RESPONSIBILITIES AND DUTIES:

- Develop board member position descriptions and committee terms of reference
- Develop volunteer position descriptions
- Create a profile of assessment of skills and expertise required at the Board level and to ensure adequate representation from various segments of the community
- Identify potential board members and maintain information about each candidate
- Recruit new members through the nomination process (or through a personal ask)
- Recommend board officers and special representatives

- Observe potential leaders and evaluate board members' eligibility for re-election
- With the Board President, maintain Directors' commitment and participation in governance duties
- Orientate new Directors
- Provide ongoing relevant board development education for Directors
- Establish an effective communications network to keep Directors informed and connected
- Annually lead a board self-assessment and develop recommendations for self-improvement
- Perform an annual review of Board and committee structure to deliver on strategic directives
- Assist Board committees with recruitment of members and volunteers
- Recommend constitution, bylaw and governance policy changes
- Develop and implement a volunteer management program and policies
- Prepares a work plan for the upcoming year annually and regularly reports on that work plan to the Board of Directors.
- Meet at the call of the Chair a minimum of 4 times per year
- Report to the Board of Directors of CurlManitoba through the Chair
Additional information may be communicated to the Board of Directors by e-mail or fax when appropriate
- All meetings shall be documented with minutes circulated and preserved