

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION INC.

BOARD DEVELOPMENT COMMITTEE

Standing Committee

The role of the Board Development Committee is to give attention to the composition of the Board – and the effective and appropriate involvement of all Directors to ensure continuing vitality and effective governance. Tasks include, but are not limited to:

- 1) Develop an annual recruitment plan that takes into account the expertise, perspective, judgment and resources needed in new board members. Review potential candidates and present to the Directors.
- 2) Develop Board Job Descriptions and Committee Job Descriptions that clearly state the role and expectation of the Directors
- 3) Plan and implement an orientation program, including official briefings, printed materials and individual mentorship to make new Directors part of the Board culture.
- 4) Conduct an Annual Review of the Board Manual to ensure that the supplemental materials are up to date.
- 5) Review the talents and interests of current and new Directors and recommend to the Board President, committee assignments most appropriate for their involvement.
- 6) Design and conduct an annual board self-assessment
- 7) Work with the board chair to design a board retreat to address needed areas of improvement/development of next year's board plan of action.
- 8) Conduct at least one training program during the next 12 months to help the rest of the board gain more knowledge about the work of this Museum.
- 9) Recommend to the Board, the policies about expectations for Directors; reaching out to those whose commitment does not match expectations.
- 10) Encourage participation in special occasions which bond Directors to each other and to the organization.
- 11) Contact board members when their attendance falls below expected levels.
- 12) The Board Development Committee will include:
 - a) Board of Directors - Committee Chairperson
 - b) Board of Directors – (2)
 - c) Executive Director