

## **BOARD DEVELOPMENT COMMITTEE**

### **TERMS OF REFERENCE**

The Board Development Committee is a committee of the Board of Directors of the Kerrisdale Community Centre Society, appointed by the Board and reporting to it. It operates in accordance with the Mission, Goals, Policies and Strategies of the Kerrisdale Community Centre Society.

#### **MANDATE**

To encourage and support members of the Kerrisdale Community Centre Board of Directors in their role as Directors and to facilitate activities that increase members' understanding of their role and enhance their skills as contributing members of the Board.

The Board Development Committee works with members of the Board to ensure that tools and opportunities for skills development support the Society's mandate. In fulfilling this duty, the Committee undertakes the following responsibilities:

#### **SPECIFIC RESPONSIBILITIES**

- 1) Facilitate thoughtful reviews of Board and committee meetings to determine their effectiveness and ways meeting effectiveness might be improved.
- 2) Advise Board members of opportunities for skills development to enhance their functioning as Board members.
- 3) Plan activities that respond to stated or observed needs to increase effectiveness in the Board's operations: e.g., workshops on chairing skills, goal setting, and materials on different roles of a Board (generative, fiduciary and strategic).
- 4) Explore partnership opportunities for board member development.
- 5) Advise the Administrative Assistant on ways to enhance the Board Member Handbook.
- 6) Plan and manage the orientation of new Board members.
- 7) Submit an annual budget for Board development expenditures through the Finance Committee to the Board, and provide quarterly progress reports to the Board through the Board Development Committee chair.

#### **MEMBERSHIP**

The Committee comprises members of the Board, along with members of the Society; the chair is selected from the members. This Committee shall have no fewer than three members, two of whom shall be members of the Board.

#### **MEETING TIMES**

The Board Development Committee will meet at least quarterly at the call of the Chair.