girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Board Development Committee Chair**

Purpose of the position: To direct the work of the Board Development Committee.

Accountability: Appointed by the Chair of the Board; accountable to the membership via the Representative Assembly.

Staff/ Department: Chief Executive Officer

Terms of appointment: One year; may serve two terms.

Time Commitment:
- Attendance at bi-monthly Board Development Committee meetings
- Attendance at Executive Committee Meetings as needed

Responsibilities:
- Ensures that The Board Development Committee operates within the Council's bylaws and policies
- Attends Board Meetings as an Elected or Ex-officio Member
- Develops a plan of work and calendar for the Committee
- Prepares meeting agendas
- Calls and presides at Committee Meetings and actively participates as a member of the Committee
- Assists each Committee Member to contribute freely and fully
- Ensures that invitations are extended to candidates agreed upon by the Committee
- Ensures that candidates are secured for all available positions
- Leads the Annual Board and Individual Member Performance Assessment Process
- Leads the process of providing ongoing development opportunities for Board Members
- Partners with board leadership to design and conduct board orientation

Requirements of the position:
- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Maintains confidentiality of all deliberations
- Prepares for and participates in Committee Meetings

Knowledge and skills required:
- Familiarity with the Council's jurisdiction and resources
- Knowledge of Girl Scouts or willingness to learn
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:
- No training required