



Officers and Committees of the Board

Job Descriptions

BOARD DEVELOPMENT COMMITTEE

COMMISSION: To provide consistent oversight, guidance and management concerning all aspects of the membership function for the Executive Board and for the good of Friends of Mott Library

REPORTS TO: Committee Chair

RESPONSIBILITIES:

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- Meet all responsibilities of a Board Member of the Friends of Mott Library Board
- Develop, recommend to the Board and periodically review policies (By Laws) related to Board operations and membership
- Develop and periodically review criteria for Board Membership including specific expectations for Board member participation and contributions
- Annually assess the skill, experience and other qualifications most needed in new Board members and make recommendations to Membership Board
- Develop and present a thorough orientation program for new Board members, including a Board manual
- Analyze the need for, develop and present ongoing training and development activities for all Board members
- Conduct a Board self-assessment program at least once every three years (ideally on a yearly basis)
- Develop and implement recognition events and activities, which will sincerely, acknowledge the contributions of individual Board members
- Monitor and keep record of attendance at all Board and Committee meetings
- Encourage active Board members participation on standing and ad hoc committees
- Contribute financially to the organization

TOOLS:

Strong Chair

Orientation Manual

Term limits

Attendance records (minutes from all committee meetings)

Board member responsibilities/Job Descriptions

Skills Assessment Questionnaire