



LEADERSHIP DEVELOPMENT COMMITTEE CHARGE

Requirements & Duties

Leadership Development Committee Processes

A call for nominations to open elected positions on the Board of Directors and Leadership Development Committee will be made each March by the current committee Chair. This call will specify the following:

- 1) the number of open positions
- 2) criteria for service
- 3) term of office
- 4) position responsibilities/commitments
- 5) required materials to make application (i.e. photo, brief CV, position statement)
- 6) conflict of interest declaration

Materials will be submitted by candidates applying for open positions to the Leadership Development Committee no later than April 30th each year.

The Leadership Development Committee will review all election materials submitted, and schedule candidate interviews. The Leadership Development Committee will also present the list of candidates to the Board of Directors and past Board leaders for feedback. Review of all materials and interviews will be completed by June 15th annually, with a final ballot presented to the Board of Directors for approval by June 30th.

The final ballot will be available to the membership for electronic voting on August 1st annually, and will remain open for voting for 30 consecutive days. Majority vote will determine election to open positions, with newly elected Board and Leadership Development members announced in September of each year. Newly elected members will assume office in November of each year in relation to the annual Officer Transition and Board Orientation meeting.

- Prepare and submit a slate of officers and board of directors with at least 2 candidates for each position to the organization for election
- Composed of 4 members to include a Chair and a Board Advisor. One member will be elected as part of the annual election process and one member will be appointed by the incoming president elect
- 1-year term (1 elected and 1 appointed member will come on to the committee every year).
- Chairperson 2-year term with annual review by the President-elect, past board member
- Board Advisor-the immediate past president serves as the board advisor in a non-voting capacity

Elections will be overseen annually by the Immediate Past President of the organization who will serve as Chair of the Leadership Development Committee. In the event that the Immediate Past President is unable to carry out these duties, the President of the Board of Directors will appoint a leader of the nominations process. The President will assign members of the Board of Directors to serve as Leadership Development Committee members alongside elected Leadership Development Committee members, with all serving under the leadership of the Immediate Past President.

Committee Membership

- Chair (immediate Past President)
- ANVC Board Member
- ANVC Board Member
- Elected Leadership Development Committee Member
- Elected Leadership Development Committee Member
- Elected Leadership Development Committee Member
- Operations Staff

**Terms of office is 1 years*

***Committee Chairs are appointed by BOD*

Chair Requirements

- *Biannual report to the BOD*
- *Report at the yearly meeting*
- *Send activity report to each BOD meeting*