



## **LEADERSHIP DEVELOPMENT COMMITTEE CHARGE**

### **Requirements & Duties**

#### Leadership Development Committee Processes

The Leadership Development Committee will be Chaired by the Association's Immediate Past-President for a period of two years. The Past-President will be a non-voting member of the Leadership Development Committee but, may vote in the event of a tie.

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 30<sup>th</sup> 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 15<sup>th</sup> annually, with a final ballot presented to the Board of Directors for approval by June 30<sup>th</sup>.

The final ballot will be available to the membership for electronic voting on August 1<sup>st</sup> 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 at the annual Board Meeting Retreat; attendance at the retreat is an expectation of service on the Board of Directors.

**Steps in the Nomination and Election Process:**

- Call for nominations.
- Interview candidates.
- Circulate candidate names to Board and past-Board for feedback.
- Prepare and submit to the Board of Directors an election slate.
- Once approved by the Board, move the slate forward to the operations staff for formatting and submission to the membership for voting.

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 year*

*Chair Requirements*

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