

- a) The Board Development Committee determines the professional development needs of the Britannia Board of Management, and arranges the appropriate training activities.
- b) The Board Development Committee takes the lead role in the recruitment of candidates to run for the Board, and in the orientation of new Board members.
- c) The Board Development Committee develops and recommends to the Board guidelines for the conduct of Board business, and for the roles and responsibilities and code of conduct for Board members and senior staff.
- d) The Board Development Committee develops and recommends to the Board policies and procedures for the conduct of Board business and activities.
- e) The Board Development Committee organizes the running of the Britannia Society's Annual General Meeting and Board of Management Elections.

### GUIDELINES:

- a) The Board Development Committee consists of at least three and not more than nine members of the Society; at least three of the committee members will be members of the Board. All members of the Committee will be appointed by the Board, who will review the membership of the Committee each year no later than September.
- b) No member of this Committee will serve for more than two consecutive one-year terms. However, such persons can be reappointed after a one-year absence. To ensure continuity, at least one of the three Board members on the Committee should be appointed each year, so that not all three of them are reaching the two-year limit at the same time.
- c) The Board of Management appoints the Chair of the Committee, who is normally the Vice-President of the Board.
- d) A quorum is a majority of the members of the Committee, but includes at least two Board members.
- e) Motions are made and seconded by any member of the Committee; decisions are made by consensus or, in the case of formal motions, by majority vote.
- f) The Executive Director is the Secretary of the Committee, but does not vote.

**MEETING SCHEDULE:**

The Board Development Committee meets monthly from August through to June. The date each month varies according to the availability of the members. Special meetings can be called by the Chair.

**AUTHORITY FOR THE COMMITTEE:**

The authority for and the basic role of the Board Development Committee is set out in the Society's Bylaws, Article 5, Sections 3,6,7, and 8.

**REPORTING PROCEDURES:**

The Board Development Committee reports to the Board of Management through its minutes, as well as through other reports as necessary.