

## **Position Description**

### **Leadership Development Committee**

#### **Purpose of the Position**

In collaboration with the Board Vice-President and Executive Team, the purpose of the Leadership Development Committee is to develop and support leaders and leadership practices within our Fellowship through the following objectives:

- a. Develop and execute a leadership development plan for the Fellowship based on the input from, and needs of the Fellowship leaders.
- b. Bring in "best leadership practices" that will grow and sustain leadership within the Fellowship.
- c. Be transparent in the nominating process to members of the congregation by providing updates and soliciting feedback, interest and recommendations while maintaining the confidential nature of sensitive discussions.

#### **Responsibilities**

1. Provide nominees for open Governing Board and Board committee positions to be voted on by the congregation at the annual meeting by completing the following:
  - a. Determine if current Governing Board and Board committee members will continue in their current position, if bylaws allow.
  - b. Develop a plan to fill all vacancies on the Governing Board by identifying, with the help of the Board and X-Team, potential members that would advocate the values, diversity, mission and principles of our congregation and meet the requirements of the Governing Board or Board Committee positions.
  - c. Support the staff in issuing formal requests of invitation to candidates for those positions.
2. Provide support as needed to the X-team to fill open Committee Chair positions that report to the X-Team.
3. Participate in and attend all required meetings and events necessary for the Leadership Development Committee to be an effective and valued committee of the congregation.
4. Assist in planning and help lead any planned Leadership Development opportunities.

#### **Qualifications**

Members shall represent and advocate for the broad diversity of the congregation. Members will preferably have background or familiarity with leadership training.

#### **Amount of Time Required**

During the Leadership Training (every two years), may meet as much as 4-5 hours per month one day-long retreat. The rest of the year, responsibilities may be 2-4 hours per month.

#### **Length of Commitment**

Members are voted in for a two year term with a maximum of two terms for a total of four years.

#### **Training and Support Provided**

Chair, ministers, and staff will be available for questions and support.

**Responsible to:** Board Vice-President and Senior Minister