

# LEADERSHIP DEVELOPMENT COMMITTEE CHARTER

## **Mission**

The Leadership Development Committee (LDC) is a special committee appointed by International Council (IC) to develop resources and best prepare future leaders for board-level service within Gamma Phi Beta. The LDC will develop a leadership strategy to ensure that effective, transparent preparations are made that will benefit the Sorority's implementation of a strategic, policy-driven governance model. The LDC will make recommendations as appropriate to IC and collaborate with multiple workforce partners.

## **Authority and Responsibilities**

1. In partnership with appropriate staff and other workforce partners, develop, evaluate and refine a comprehensive, multi-entry leadership development journey grounded in relevant research for members interested in board-level service based on identified outcomes and member competencies.
2. Continue to evaluate Gamma Phi Beta's stated member competencies as they apply to board-level service.
3. Identify deficits in Gamma Phi Beta's current leadership programs and pathways in developing member competencies.
4. Engage stakeholders to gain a better understanding of the existing barriers to and current impressions of board-level service.
5. Determine desired outcomes for training and the education needed to achieve each competency at the board level.
6. In partnership with staff, market opportunities for board-level leadership education and competency development.
7. Stay informed regarding current Gamma Phi Beta, fraternal and industry trends and challenges to best prepare tools and resources for board-level leadership within the Sorority.

## **Educate the Board**

1. Provide IC with assessments of any issues that arise with respect to developing leaders for board-level service.
2. Review and make recommendations to IC regarding significant resource investments in support of the proposed leadership strategy.

## **Organization**

### **Review of Charter/Performance**

The charter shall be reviewed and reassessed by the LDC at least bi-annually, and any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, the LDC shall evaluate its performance at least bi-annually. The Governance and Personnel Committee shall determine the form and nature of the annual self-evaluation. The Governance and Personnel Committee shall report the results of the evaluation to the LDC chairperson who will determine how to share with the Committee members.

### **Membership/Structure/Quorum**

The LDC will be comprised of up to seven members, including a chairwoman, the Nominating Committee chairwoman (or their designee), a member of IC and up to four appointed LDC members from whom a

vice chairwoman may be selected. All members will be voting members and must have served on IC or in board-level leadership positions outside of Gamma Phi Beta. Additionally, a designated staff liaison shall be a non-voting, working member of the LDC.

A quorum shall consist of a majority of the voting members of the LDC.

### **Appointments, Terms of Office and Vacancies**

#### Voting Members of the LDC

- **Chairwoman:** A chairwoman of the LDC shall be appointed by IC. The chairwoman shall preside at all meetings of the LDC and perform such other duties as may be directed by IC or the LDC. The term of the chairwoman shall be two years effective August 1 through July 31. A chairwoman may serve up to three consecutive two-year terms. It is preferred that the chairwoman shall have served on the LDC. Past terms served on the LDC by an LDC member who is subsequently appointed to the chair shall not be considered when calculating term limits.
- **Other Appointed Members:** Except for the chairwoman, the term of appointed members to the LDC shall be three years beginning August 1 through July 31. No LDC member may serve more than two consecutive terms.
- **Vice Chairwoman:** A vice chairwoman may be selected by the LDC from among the appointed members. She may assist the chairwoman with project management, preside over meetings of the LDC in the absence of the chairwoman and assume other duties as needed.
- **Nominating Committee Chairwoman:** The Nominating Committee will select from among its alumnae members a representative to serve on the LDC for the duration of her term on the Nominating Committee. This representative may be the Nominating Committee chairwoman. She shall serve as a liaison, advocate and working member of the LDC.
- **International Council Liaison:** An IC representative shall be appointed by IC and shall serve on the LDC for the duration of her term on IC. She shall serve as a liaison, advocate and working member of the LDC.

#### Non-Voting Members of the LDC

- **Staff Liaison:** A member of the International Headquarters staff will serve on the LDC as an ex-officio, non-voting member. She shall serve as a liaison, advocate and working member of the LDC.

In collaboration with the Governance and Personnel Committee, IC shall fill any vacancy occurring on the LDC. Upon the occurrence of a vacancy on the LDC, the LDC may collectively recommend candidates to fill any such vacancy.

Members of the LDC may not be current members of the boards of either the Gamma Phi Beta Foundation or the Facilities Management Company.

Past terms served by an IC representative, a Nominating Committee chairwoman (or their designee) or a staff liaison who is subsequently appointed a member or chairwoman of the LDC shall not be considered when calculating term limits.

### **Meetings**

The LDC shall meet four times annually via tele-conference and can meet more frequently as circumstances require. The LDC can communicate between meetings via email communication. The LDC may meet in person if necessary.

**Agenda, Minutes and Reports**

Agendas for LDC meetings shall be prepared by the chairwoman in collaboration with the staff liaison and other committee members. The LDC shall keep minutes of meetings and provide quarterly reports and as necessary to IC. Minutes of all meetings shall be distributed to LDC members before the following meeting. The chairwoman may designate one of the committee members to take minutes at each meeting.