



Georgia Association of Public Pension Trustees

Promoting Education for Public Pension Trustees in Georgia

Board Development Committee **General Information and Responsibilities** *(Approved July 25, 2019 – Revised October 22, 2020)*

Board Development Committee Overview

The Board Development Committee, with assistance from the Board of Directors and Executive Director, is responsible for ensuring continuity of leadership on the Board of Directors and the Association's Standing Committees. The Board Development Committee's responsibilities include identifying qualified members for leadership positions, evaluating orientation procedures and material, and ensuring Board member evaluation.

Board Development Committee Structure and Appointment

To serve on the Board Development Committee, an individual must be a GAPPT Affiliate or Plan Sponsor member in good standing. The Board Development Chair is the leader of the Board Development Committee.

Board Development Chair – Appointed by the Board of Directors

- Two Year Term (In addition to Vice Chair Term and any Committee Member Term)

Board Development Vice Chair – Recommended by the Chair and Appointed by the Board of Directors

- One Year Term (In addition to any Committee Member Term)

Committee Members – Recommended by the Chair and Appointed by the Board of Directors

- Two Year Term

Committee members and the Vice Chair report to the Board Development Chair. The Board Development Chair reports to the Board of Directors. Committee members may be eligible for reappointment at the sole discretion of the Board of Directors.

In general, a person should not serve the Association in more than one capacity at any time, nor should two individuals from the same institution serve on the same committee.

Board Development Committee members will generally serve two year terms, with one half of the Committee rotating off annually; terms will begin and end at the Annual Conference. The Board Development Committee will consist of members sufficient in number to handle the Committee's activities and responsibilities.

Committee Member Resignation or Removal

A committee member may resign from their position by giving written notice to the Board Development Committee Chair. A committee member may also be removed from their position for cause. Reasons for removal to include, but not limited to:

- Engaging in conduct prohibited by the bylaws; or
- Failing to attend regularly scheduled Board Development Committee meetings.

Compensation and Expense Reimbursement

Committee members serve without compensation. Members may be reimbursed for reasonable expenses incurred in the course of conducting or engaging in their duties as allowed by GAPPT policy and with prior approval by the Board of Directors.



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Board Development Committee Member Responsibilities

Active Board Development Committee members should:

- Evaluate the succession planning processes of the Board of Directors and Standing Committees.
- With input from the Standing Committee Chairs, develop strategies to recruit members, including identifying qualified candidates for committee leadership.
- Develop and evaluate strategies to recruit Board of Directors candidates.
- Identify qualified and interested Board of Directors candidates.
- Review and evaluate Board of Directors nomination and election processes. Forward recommendations to the Rules Committee.
- Review and evaluate the orientation procedure and material for the Board of Directors and Standing Committee leadership.
- Ensure annual evaluation of the Board of Directors. Make recommendations for improvement.
- Prepare for and attend Board Development Committee meetings, ask questions, follow through on any given assignments, and review any supporting materials prior to meetings;
- Remain current on GAPPT events by following its website, attending its educational programs, and learning more about the issues that impact Georgia's public pension plan trustees.
- Act as an ambassador for the Association;
- Communicate effectively with other committee members;
- Encourage other professionals in the public pension industry to attend GAPPT educational events and programs;
- Avoid conflicts of interests and comply with GAPPT policies; and
- Refrain from conduct that reflects negatively on the GAPPT.

Board Development Committee Chair Responsibilities

In addition to the responsibilities required of an individual committee member, the Board Development Chair is expected to guide their committee and collaborate with the Executive Director to develop necessary work plans and meeting reports.

The Board Development Chair should:

- Approve agendas of committee meetings before their distribution;
- Report to the committee on decisions of the Board of Directors that affect the committee's work;
- Where appropriate, guide the committee in proposing new activities, program sessions, and services that will further the mission and goals of the GAPPT;
- Where appropriate, make policy recommendations to the Vice President (Rules Committee Chair) for transmission to the Board of Directors;
- Understand a Chair's primary role is as facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the committee meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.



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Board Development Committee Information

The following information is intended to support the Committee's role within the Association.

- **Documents:** The Board Development Chair should be familiar with the following:
 - GAPPT policies associated with the Association's governance, including the bylaws;
 - GAPPT policies associated with the Board of Directors and Standing Committees, including qualifications and responsibilities;
 - Evaluations or other survey results from previous Board surveys; and
 - The GAPPT calendar.
- **Meetings:** It is expected that the committee meet as a group on a regular basis via teleconference and once in person at the annual educational events.
- **Ad Hoc Committees:** The committee may establish ad hoc committees as necessary.
- **Budget:** If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Board Development Chair.

GAPPT Calendar

An updated GAPPT Calendar will be given to the Board Development Chair for distribution. Committee members should note any additions/changes, and submit the updates to the Executive Director for inclusion on the following year's calendar.

Thank you for serving on the GAPPT Board Development Committee. Questions or concerns may be directed to the Board Development Chair, boarddevelopment@gappt.org, the GAPPT Vice President at vicepresident@gappt.org, or the Executive Director at execdirector@gappt.org.