



Georgia Association of Public Pension Trustees

Promoting Education for Georgia's Public Retirement System Fiduciaries

Board Development Committee Guidelines

General Information and Responsibilities

Effective Date: July 25, 2019 | Revision Date: January 25, 2022

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.

Structure and Appointment:

The Board Development Committee Chair is the leader of the Board Development Committee.

Board Development Committee Chair – Appointed by the Board of Directors

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

Board Development Committee 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

Board Development Committee members and the Vice Chair report to the Chair. The Chair reports to the Board of Directors. Board Development 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 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.

Member Qualifications and Evaluation:

To serve on the Board Development Committee, an individual must be a GAPPT Affiliate, Plan Sponsor, or Emeritus member in good standing.

Committee members are evaluated annually by the Board Development Committee Chair on their level of participation and adherence to these Committee Guidelines.

Member Resignation or Removal:

A member may resign from their position by giving written notice to the Board Development Committee Chair. A 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 while conducting or engaged in duties as allowed by GAPPT policy and with Board of Directors approval.

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 procedures 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 public retirement system professionals 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.

Chair Responsibilities:

In addition to the responsibilities required of a committee member, the Board Development Committee Chair is expected to guide their committee and collaborate with GAPPT staff to develop work plans and meeting reports.

The Board Development Committee 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;
- Serve as a facilitator by guiding and encouraging discussion at committee meetings; and
- Report on the Committee's meetings, including decisions reached, and follow-up actions to be taken, with deadlines for implementation.

Committee Information:

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

Documents: The Board Development Committee 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 necessary to carry out their responsibilities.

Ad Hoc Committees: The Committee may establish ad hoc committees as necessary for an event.

Budget: If deemed necessary, the Treasurer will prepare a committee budget with input from the Executive Director and Board Development Committee Chair.

Calendar and Planning Dates:

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

Thank you for serving on the 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.