Board Development Committee Guidelines

General Information and Responsibilities

Effective Date: July 25, 2019 I Revision Date: October 15, 2025

Overview:

The Board Development Committee, with assistance from the Board of Directors and Executive Director, is responsible for ensuring continuity of leadership on the Georgia Association of Public Plan Trustees®' (GAPPT) Board of Directors and its Standing Committees. The Board Development Committee's responsibilities include identifying qualified members for leadership positions, evaluating orientation procedures and materials, and ensuring Board members conduct an annual 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.

The Board Development Committee will have enough members to manage its activities and responsibilities. Generally, a person should not serve on more than one committee at a time, nor should two individuals from the same institution serve on the same committee.

Board Development Committee members typically serve two-year terms starting on May 1st and ending on April 30th. Members may be eligible for reappointment if recommended by the Board Development Committee Chair and approved by the Board of Directors.

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.

The Board Development Committee Chair evaluates committee members annually for their participation and compliance with these Guidelines.

Member Resignation or Removal:

A member may resign by giving written notice to the Board Development Committee Chair. Additionally, a member will lose their committee position if they are no longer associated with the organization that formed the basis for their GAPPT membership. A member may also be removed from their committee position for cause. Reasons for removal include, but are not limited to:

- Engaging in conduct prohibited by the Bylaws or GAPPT policies.
- 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 the Board of Directors' approval.

Refer to the GAPPT Reimbursement Policy.

Member Responsibilities:

Active Board Development Committee members should:

- Evaluate the succession planning processes of the Board of Directors and Standing Committees.
- Develop strategies for recruiting committee members, including identifying qualified candidates for leadership roles.
- Develop and evaluate strategies for recruiting Board of Directors candidates.
- Identify qualified and interested candidates for the Board of Directors.
- Review and evaluate the Board of Directors' nomination and election processes. Submit recommendations to the Rules Committee.
- Review and assess the orientation procedures and materials for the Board of Directors and Standing Committee leadership.
- Ensure the Board of Directors undergoes an annual review and provide recommendations for improvement.
- Prepare for and attend committee meetings by asking questions, following up on assigned tasks, and reviewing any supporting materials in advance.
- Communicate effectively with other committee members.
- Encourage GAPPT members to apply for future committee member positions.
- Act as an ambassador for the GAPPT.
- Encourage other public retirement system professionals to attend GAPPT educational events.
- Avoid conflicts of interest and adhere to GAPPT policies.
- 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 the committee and collaborate with GAPPT Staff to develop work plans and meeting reports.

The Board Development Committee Chair should:

- Review these guidelines annually and provide updates to the Executive Director.
- In October, provide the Executive Director with the dates for next year's committee meetings.
- Inform the GAPPT Staff of any committee roster changes.
- When necessary, recommend a vice chair candidate for the Board of Directors' consideration and approval.
- Approve agendas of committee meetings before their distribution.
- Attend scheduled GAPPT Board of Directors meetings.
- Report to the Board of Directors on the committee's meetings, including decisions made and follow-up actions with deadlines for implementation.
- Approve any committee meeting agendas before their distribution.
- Act as a facilitator by leading and supporting discussions during meetings.
- Report to the committee on the decisions made by the Board of Directors that impact the committee's work.
- When appropriate, assist the committee in recommending new policies and procedures that support the mission and goals of the GAPPT.

Committee Information:

The following information is intended to support the Board Development Committee's role.

Documents: The Board Development Committee Chair should be familiar with the following:

- The GAPPT Bylaws.
- All GAPPT policies related to its governance, Board of Directors, and Standing Committees.
- All GAPPT Committee Guidelines.

- Results from previous Board and Committee Chair evaluations.
- The GAPPT calendar.

Meetings*:* The Board Development Committee is expected to meet as necessary to carry out its responsibilities.

Ad Hoc Committees: The Board Development Committee may establish ad hoc committees as needed. Each ad hoc committee will have enough members to manage its tasks and responsibilities.

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

GAPPT Calendar and Planning Dates:

The GAPPT Calendar will be provided to the Board Development Committee Chair before January 1st. Any additions or changes should be submitted to the GAPPT Staff for inclusion.

Thank you for serving on the Board Development Committee. Questions or concerns may be directed to the Board Development Committee Chairperson or info@gappt.org.