

# **Leadership Development Committee Policy**

## **Valley Unitarian Universalist Congregation**

**Created: 09/21/2014**

### **I. Mission Statement**

Foster spiritual and personal growth and a deeper commitment to VUU by identifying and developing leaders through resources, training, and mentoring.

### **II. Purpose and Responsibility**

The Leadership Development Committee shall have the following purposes and responsibilities:

- provide leadership education to VUU members
- gather information and recommend potential candidates for leadership positions
- prepare an annual slate of candidates for elected positions
- recommend qualified candidates to fill vacant positions in elected offices
- conduct the election at the annual congregational meeting
- facilitate mentoring of leaders

### **III. Organizational Reporting**

The Committee is authorized by the VUU bylaws, is elected by the congregation, and reports directly to the Board of Trustees.

### **IV. Committee Composition**

- Per the VUU Bylaws, the Committee shall consist of seven members, all of whom shall have been a Congregation member for at least one year prior to election.
- The Committee shall provide nominations of candidates for the Committee in the same manner as for Trustees.
- Election of new members of the Committee shall occur at the regular congregational meeting as specified in the VUU Bylaws.
- In the event of a vacancy on the Committee, the Board of Trustees shall appoint a member to fill the vacancy until the next regular meeting of the congregation, at which time the congregation shall elect a member (which may be the appointed member) to serve the remainder of the term.

### **V. Committee Officers**

- At the first meeting after the annual election each year, the Committee shall appoint from its membership a chairperson and a recording secretary.
- The chairperson, or member designated by the chairperson, shall preside at all Committee meetings.
- The Committee shall maintain complete and accurate minutes of all meetings of the Committee. A copy shall be sent to each member of the Committee, to the President of the Board of Trustees, and the office.

### **VI. Meetings**

The Committee shall meet monthly, or as often as deemed necessary. A quorum shall consist of five voting members. A majority of those voting members present shall carry

any motion or resolution. Voting and discussion can be conducted online if appropriate and agreed to by a majority of the Committee.

## **VII. Major Milestones**

- Leadership Development Workshops or Conferences
- Congregational Meetings and Elections

## **VIII. Power and Duties**

The Committee is authorized in the VUU Bylaws to provide candidate nominations for the Board of Trustees, the Leadership Development Committee, the Special Funds Committee, and Ministerial Search committees (as necessary).

The Committee may consult with the Board, the Executive Team, and other leadership for the purpose of gathering member information, qualifications, and recommendations, as necessary, to perform its duties.

The Committee is not required to use any candidate recommendations provided by other VUU leadership and members.

The Committee is not required to nominate more than one candidate for each vacant office.

The Committee is not required to find candidates for positions not authorized in this document, although as a courtesy, it may provide information to other committees about possible candidates, if it is available.

The Committee shall report the candidate slate to the Board, as a courtesy, prior to publication of the slate to the membership.

## **IX. Methods and Processes**

The methodologies and procedures that will be used by the Committee shall be defined in a separate process document. That process document may be updated as needed by the Committee, but does not require approval by the Board of Trustees. The document shall be available to the membership in the same manner as all other organizational processes are currently handled.

## **X. Required Communications**

The Committee will report to the Board of Trustees each month on the progress of its activities, usually in meeting minutes.

## **XI. Amendments to This Policy**

Amendments to this policy must be approved by the Board of Trustees.