2022-23 - LEADERSHIP DEVELOPMENT COMMITTEE CHARTER

Purpose:

The fundamental purpose of the Leadership Development Committee (LDC) is to oversee the development of current and future CFMA volunteer leaders.

Operations

The Committee will have periodically, at a minimum, four conference call meetings during the fiscal year. The schedule of these calls will be determined by the Committee Chair and Vice Chair. Materials are to be provided three business days prior to any meeting. Minutes documenting the discussions, decisions made, and actions taken during the meeting will be produced and distributed within five business days. During meetings of the committee a majority of the members of the committee at the time of the meeting shall constitute a quorum. A quorum needs to be established for a vote of any questions brought to the Committee and must be affirmed by a simple majority of those present to be approved. At all meetings of the Committee, either the Chair or Staff Co-Chair, if present, shall act as Chair. In their absence, the Vice Chair shall act as Chair.

Subcommittees of this Committee may be formed for the purpose of carrying out specific ongoing responsibilities of the Committee. Subcommittees are governed by this charter and will be populated with Committee members and other stakeholders, subject to Committee approval. Subcommittees will make periodic reports to the Committee including any new issues raised for consideration by the Subcommittee. The Subcommittee(s) for this committee and their purposes are listed below.

Subcommittees of the Leadership Development Committee are:

- **Communication Subcommittee**: The Leadership Development Committee has identified a need to increase personal contact with upcoming leaders to keep them engaged on the leadership path and to manage expectations. The committee will accomplish this by creating a Communication Subcommittee and would like it comprised of past CFMA Officers whose knowledge and experience will guide these developing leaders.

  The Communication Subcommittee will call all leadership applicants and others in the leadership pipeline to discuss their current national participation, gauge their interests in committees and various leadership levels, provide guidance and clarity around the CFMA leadership path and report applicant's interest and next steps to the LDC. As a member of the subcommittee you will receive training around the discussions that you will have with potential leaders, so a consistent message is sent to all.

The Committee Chair and Vice Chair may form task forces as needed. Task Forces are temporary stakeholder groups that address specific non-routine issues or other duties that align with the overall committee charges.

Task Forces are governed by this charter and will be populated with Committee members and other stakeholders, subject to Committee approval. Task Forces are disbanded upon completion of the specific work activity or converted to subcommittees if it is determined that they should become a permanent part of the Committee. Task Forces are required to have a purpose statement and defined timeframe.

- **Database Task Force -** The Leadership Development Committee relies on a centralized repository to store information about leadership candidates and reporting information for candidate communication and assignment. The Database Task Force is responsible for identifying the needs of the data users, the procurement of the data, and ensuring that a relevant leadership candidate database is maintained. The database should integrate with existing data sources, including the Leadership Application, in order to facilitate the pre-population of information and store information deemed essential to tracking and selecting candidates for open volunteer positions and leadership development programs. The database should be easily accessible by staff, officers and Leadership Development Committee, including mobile access. The task force will be populated with those who have experience and/or interest in database management or utilization and include a mix of volunteer leaders and staff.

Charges:

- Identify leaders to serve in the various CFMA leadership opportunities.
- Oversee the population, maintenance, and development of the Leadership Pipeline Database. Oversee and provide input to any leadership development tools and resources developed by CFMA. Examples: CFMA/ICCIFP Leadership Application, Mentor Program CFMA Leadership Path, and other programs.
- Track current leaders in CFMA leadership positions and ensure they are receiving growth opportunities and can be placed in greater leadership roles if desired.
- Provide input to the CFMA Officers in preparation for their annual retreat in which the CFMA Leaders are selected for the upcoming year.
- Work in conjunction with other CFMA Committees and/or Task Forces on leadership development efforts as needed.

Committee Population and Terms:

Membership on the Committee is open by Committee invitation to any CFMA member in good standing and, upon selection or appointment thereto, said member shall serve at the pleasure of the Executive Committee. As the Committee's needs in terms of expertise, connections, demographics and intrinsic qualities are not static, upon recommendation, term limits may be enacted to ensure new blood, energy perspective, and ideas are in place to allow the Committee to continue to grow and flourish. It may be deemed appropriate or necessary to limit the size of the Committee, and any such action regarding Committee size is at the sole discretion of the Committee Chair, the Vice Chair and the Staff Co-Chair.

Committee members are required to attend at least half of the Committee meetings to retain membership on the Committee. Any member failing to meet this requirement will be removed from the Committee at the discretion of an affirmative vote of the Committee Chair, Vice Chair and Staff Co-Chair. Signed and returned committee affirmations will confirm member participation each year.

CFMA's National Vice Chair shall serve as the Committee Chair and the National Treasurer shall serve as the Vice Chair and are appointed to a one-year term.

The Committee will annually review their committee composition metrics to ensure they are striving for the following metric guidelines. CFMA will provide these metrics for review by the Committee Co-chairs and their Executive Liaison on an annual basis.

- The recommended annual new member percentage should be between 15-20%.
- The percentage of General and Associate members should be reviewed annually to ensure it aligns with the needs to the committee.
- The overall committee service year average should be between 3 and 6 years.
  Note: Each committee should also review the balance of committee members they have at each level, 0-3, 4-6 and 7 years and above.

Authority:

The Committee can execute and take action on any items included in the committee's stated purpose and approved budget. The Committee does not have the authority to act or speak on behalf of CFMA without the prior approval of the Executive Committee.

If the committee proposes a major change or addition to their stated purpose it would require approval by the Executive Committee. Such proposals will need to be incorporated into the **Committee Recommendation Form** and then submitted to the Officers to determine if the request is ready for review. Once the request is approved by the officers, the officers have the authority to direct the request to the Executive Committee for review and approval.

Reporting:

The Committee Chair reports to the Executive Committee. The Chair shall provide a written report of committee activities to each regular meeting of the Executive Committee, as well as to the Board of Directors, Officers, or Executive Committee members when called upon to do so.

Resources:

As approved by the Executive Committee, resources include an annual program plan and budget plus associated staff resources. The work of the Committee is supported administratively by designated CFMA HQ staff. At times, the Committee will utilize specific vendors to assist with the carrying out of the Committee's charges.

Adopted & approved by the Executive Committee 3-24-22.