

# Leadership Development Committee



## **Purpose**

The Leadership Development Committee (LDC) of the Professional Background Screening Association (PBSA or Association) exists to coordinate the nomination and election process for the Association (Board and Councils) and successfully engage the future leadership of the Association. The main focus of the LDC is on ensuring comprehensive representation of the membership and diversity of that representation in leadership roles.

The Leadership Development Committee will do the following as it pertains to:

### I. Board of Directors

1. Conduct an annual needs assessment to identify and prioritize competencies and nomination criteria for the board and committees, including review of the current makeup of the board and committees, recognizing strengths as well as weaknesses.
2. Use needs assessment results to develop call for Board nominations, noting skills and types of members sought for nomination that would develop a diverse Board representing the Association membership make-up.
3. Individuals may self-nominate or be nominated by anyone else within the voting membership of the Association.
4. Review all nominations submitted to ensure they meet minimum requirements.
5. Gather required supporting documentation to ensure complete submissions for candidates.
6. Review all candidates to create a slate that best meets the needs of the association.
7. Present slate to membership for a vote.

### II. Council Leadership

1. Prepare call for Council nominations, noting skills and types of members preferred (i.e. associate, regular, geographies, finance, legal, etc.)
  - A. Individuals may self-nominate or be nominated by anyone else within the voting membership of that Council.
2. Review all nominations submitted to ensure they meet minimum requirements.
3. Gather required supporting documentation to ensure complete submissions for candidates.
4. Review all candidates to create a slate that best meets the needs of the Association.
5. Present slate of 1 candidate to serve as Chair Elect for a vote by the voting members of the Council.

### III. Other

1. Identify and develop prospective candidates for volunteer leadership positions across the Association.
2. Help members assess different volunteer and leadership positions and make the best match for their skills, experience, interest, and commitment level.
3. Help populate the committees and taskforces with volunteers with appropriate skillsets.
4. Recommend activities to improve PBSA's effectiveness in motivating and rewarding superior performance from its volunteers.
5. Identify issues and changes in environment that will be important to the identification and development of future leaders for PBSA.
6. Oversee development and administration of new Board orientation, ongoing Board development, Board self-assessment, volunteer training and volunteer recognition.



Each year, the Chair, Chair Elect, Immediate Past Chair will recommend a Board member to serve as Secretary/Treasurer. This candidate will then be submitted to the Board for vote.

### **Reporting**

The Leadership Development Committee will report recommendations to the Board of Directors.

### **Meetings**

The Leadership Development Committee will meet regularly to meet its objectives and purpose as stated in this policy.

### **Configuration**

The Leadership Development Committee will consist of the following positions and/or sub-committees:

1. Chair Elect, shall act as Chair of the Leadership Development Committee, serving a 1 year term.
2. Immediate Past Chair, serving a 1 year term.
3. A Designee from the Advisory Group for Diversity and Inclusion, serving a 1 year term.
4. Geographic Diversity, serving a 1 year term. If both Past Chair and Chair Elect are from the United States, this seat is reserved for an individual who is a member of a non-United States Council as recommended by APAC, Canada or Europe Council Leadership. APAC will make the first recommendation, followed by Canada, then Europe and continuing to rotate in the same order. If APAC, Canada, or Europe do not wish to recommend an individual during their year, the next Council in rotation would be given the opportunity. If both Past Chair and Chair Elect are individuals who are already members of a non-United States Council, this seat is reserved for an individual from the US Council membership as recommended by US Council Leadership. If Past Chair and Chair Elect are US and non-US individuals, the Board of Directors will fill this seat.
5. 4 Member-Voted Delegates serving 2 year, staggered terms. Each year Staff shall put forth a list of eligible member candidates for the membership to vote on to select 2 individuals, each of which will serve a 2 year term. Eligible individuals must have demonstrated leadership experience within the Association at the Board, Council, Committee, Advisory Group, taskforce or through any other assembly.

The PBSA Chair Elect shall preside over the Leadership Development Committee in an impartial manner and shall vote only to make or break a tie.