

LEADERSHIP COMMITTEE

PURPOSE

The Leadership Committee of Benzie Senior Resources supports the governance of the organization by focusing and guiding the Board's work and reviewing and recommending ways to strengthen the Board on an ongoing basis. The Committee supports the Executive Director to ensure stable, sustainable administration of the organization and acts on behalf of the Board in urgent situations. The Committee also oversees strategic planning initiatives and policy development.

The Leadership Committee reports to and is responsible to the Board of Directors. The President, who is elected by the Board, serves as Chair of the Leadership Committee. The Committee is composed of the officers of the Board, and the Executive Director, who is a non-voting ex officio member. The Leadership Committee may invite any non-committee member to attend meetings.

The Committee meets monthly. The President, in concert with the Executive Director, prepares the proposed agenda for each meeting, facilitates at all meetings, and provides monthly reports to the Board.

Areas of Responsibility

Strategic Planning and Policy

- Ensures adherence to the organization's bylaws.
- Ensures the Board's involvement in periodic review/revision of the mission, vision and purpose of BSR and the Strategic Plan.
- Coordinates, in conjunction with the Executive Director, adherence to and accountability for the Strategic Goals Work Plan, as outlined in the Strategic Plan.
- Oversees the Board's work on policy (financial, human resources, operating), including monitoring current policies and the introduction of new policies for the Board, staff, and volunteers to ensure legal compliance, ethical integrity, and accountability.
- If a serious issue escalates beyond the normal chain of command, the Leadership Committee hears the matter first and makes the decision about the next best course of action.

Support of the Executive Director

- Encourages and supports the Executive Director in setting professional goals each year.
- Provides a forum for the Executive Director to discuss personal issues, explore ideas, and share potentially sensitive information.
- Plans and conducts an annual assessment of the Executive Director.
- Reviews Executive Director compensations & benefits and makes recommendations to the Board.
- Conducts an Executive Director search, in the event of an immediate or planned vacancy.