



Associated Landscape Contractors of Colorado
Professionals Grounded In Excellence

ALCC Governance Committee Job Description

This is a board committee; it helps the board set policy and direction for the organization. The committee works with the policy areas on board governance, board-executive relationship, Operational parameters for the Executive organizational structure and leadership development.

Meeting frequency:

4-6 times per year

Committee Charges:

1. Develop new or revised governance policies for Board discussion and adoption
 - Reviews current policies as needed, at least annually
2. Develop and update board membership criteria and monitor board skills inventory
 - Review at least annually, update as necessary
3. Develop and guide board and general leadership training activities
 - Identify specific leadership skills, qualifications and areas of representation needed for all state board offices, committee chairs and at large positions
 - Nominate candidates for each position of elected officers, committee chairs, and at large positions for approval by the State Board.
 - Develop an annual program to train ALCC leadership and strengthen volunteer involvement in the organization.
 - Evaluate long-term structural and leadership development issues the organization is likely to face and recommend steps to address such issues.
 - Work with the President to select Chairs for the Advisory Committees
4. Monitor and evaluate effectiveness of governance/structure policies and values
5. Develop new or revised board-executive policies for Board discussion and adoption
6. Work with the Chair to funnel staff accountability through the Executive to the Board
 - Monitor and evaluate effectiveness of board-executive policies
 - Serve as a search committee for executive director, if needed
 - Define and update committee job description
7. Define and update committee job description
8. Help communicate governance issues to and from general membership
9. Implement succession planning for the committee
10. Help establish succession and 'institutional memory' within the committee

General Job Description for Chair and Committee Members

- Understands and embraces ALCC's values, desired outcomes, and all other policies
- Contributes to the development, monitoring and constant improvement of ALCC's mission
- Supports the overall, long-term health and well-being of ALCC

Role of the Chair:

- Provide facilitative leadership and manages the committee
- Understand and attend to the needs of the committee
- Desire the responsibility of a Chair and is able to make the appropriate commitment (serves a two-year term)
- Invite (with assistance from the President and Vice President) appropriate number of ALCC leaders with defined skills and interest to serve on the committee.
- Chair 4-6 meetings per year; assist President in prioritizing projects
- Establishes task forces, ad-hocs and subcommittees as necessary
- Bring any appropriate items to the state board president (including changes to the governance specific policy areas)
- Help define and disseminate committee job descriptions
- Help establish succession and ‘institutional memory’ within the committee

Role of Committee Members:

- Support the chair and board in the above activities
- Participate in meetings (live, teleconference, input prior to meeting)
- Participate in task forces, ad hocs and subcommittees when necessary