Prepare an annual schedule for board, standing and advisory committee member appointments. Conduct an annual gap analysis to determine board leadership needs. The board has the authority to determine annually the number of board members necessary to fulfill the mission of the organization based on the gap analysis performed by the LDC.

Cultivate and recruit a diverse pipeline of potential board and committee members. Assemble a confidential, ongoing list of prospective board and committee members that addresses the needs of the organization as determined by the gap analyses over several years.

Produce and periodically update a leadership development curriculum for prospective board and committee members.

Provide to the board the names and qualifications of candidates for appointment to the board and as committee chairs. Provide to committee chairs, or chair designate where one exists, the names and qualifications of candidates for appointment of committees. Board and committee members will be drawn from the pool of candidates that have been recruited, vetted and recommended by the LDC based on the established Knowledge, Skills and Abilities (KSAs).

Ensure orientation of new board and committee members each year.

The LDC will have a major commitment to and be accountable for ensuring diversity and inclusion through:

- **Planning**: developing a detailed strategy with concrete goals, objectives, tasks, and timelines for putting its commitment into action.
- **Communicating**: reaching out to CEC members to encourage participation from diverse populations in the leadership development program.
- **Assessing**: measuring and reporting results on an annual basis to the board.

Using the basic responsibilities and “best practices” literature of nonprofit boards, identify or create assessment (evaluation) tools.

Create a plan for ongoing leadership development for the board, the LDC, and committees.

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