

Work Group	Leadership Development Work Group
<p>Work Group Charge</p>	<p>The Work Group is charged to develop a leadership and succession planning strategy as well as an inventory of qualified and interested future board and committee candidates.</p> <p>Members of the work group will provide mentoring to candidates and may provide guidance to candidates throughout the application process. Work group members may not serve as official references for candidates.</p> <p>The Work Group will work separately from the NAMSS Leadership Selection Committee, and will not share information with the Leadership Selection Committee in order to minimize potential conflicts of interest.</p>
<p>Work Group Goals/Responsibilities</p>	<ol style="list-style-type: none"> 1. Develop inventory of qualified and interested candidates. 2. Provide mentoring to candidates. 3. Ensure that qualified candidates apply for the Call for Nominations. 4. Ensure a full and diverse slate of candidates for the annual election. 5. Assist the NAMSS President by making recommendations for the appointment of Committee Chairs and Vice Chairs. 6. Plan and host “Becoming a Volunteer” session at the Annual Conference.
<p>Work Group Composition</p>	<p>The Leadership Development Work Group is comprised of a past leader of NAMSS serving as Chair, and five to six NAMSS members who are familiar with the roles and responsibilities of the NAMSS Board of Directors and committees.</p> <p>Additional members may be assigned to the work group as determined by the Chair based on work group workload. Chair shall recommend additional members to the NAMSS President for approval.</p>
<p>Membership Term</p>	<p>All work group members, including the Chair*, serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to two years of service). Terms run January 1st – December 31st.</p> <p>*Currently, the Leadership Development Work Group is a pilot program. Terms may be reevaluated if/when the Work Group is formed into an official NAMSS committee.</p>
<p>Expected Commitment</p>	<p>Several conference calls shall be held with work group members prior to the start of the Call for Board nominations to identify qualified candidates. Additional conference calls will be scheduled throughout the year to discuss the call for committee volunteers and “Becoming a Volunteer” session.</p> <p>The time commitment is approximately 3-10 hours monthly with the largest commitment during the beginning of the year.</p>
<p>Selection/ Appointment</p>	<p>Work group members are appointed by the President-Elect with input from the current Chair. Prior to being appointed, the current Chair must ensure that incoming members do not wish to run for a Board position in the next three years.</p>
<p>Work Group Requirements</p>	<p>Work Group Members:</p> <ol style="list-style-type: none"> 1. Must be a current NAMSS member. 2. Must be able to carry out the work of the work group including identify, mentoring and engaging prospective candidates.

	<ol style="list-style-type: none"> 3. Well versed in the current NAMSS Strategic Plan. 4. Adheres to the NAMSS Principles of Leadership. 5. Must hold a current NAMSS certification (either CPCS or CPMSM). 6. Must sign and adhere to the NAMSS volunteer leader agreement. 7. Must not currently be serving on the Leadership Selection Committee.
Roles and Authorities	<p><u>Makes Decisions</u></p> <ol style="list-style-type: none"> 1. On candidate inventory database 2. On mentoring and engaging prospective candidates 3. On “Becoming a Volunteer” session structure <p><u>Makes Recommendations (to the NAMSS President & Board of Directors)</u></p> <ol style="list-style-type: none"> 1. Potential Committee Chairs 2. Improvements to Leadership Development Work Group process
Staff Liaison(s)	<p>Allison Isch, Operations Senior Coordinator aisch@namss.org (202) 367-2310</p> <p>Caitlin Hardy, Operations Manager chardy@namss.org (202) 367-2460</p>