

2024 YEAR END COMMITTEE ACTIVITIES WORKSHOP

November 1, 2024





OVERVIEW

The board, committee chairs and vice chairs, and staff leads will discuss:

- Committee Task Lists Drafting
 - Strategic Annual Objectives Related Tasks
 - Other Tasks
- Committee Personnel
 - Committee roster, term expirations, and committee size
 - Committee member appointment renewal and new application process
 - Committee to committee liaisons roles and responsibilities
 - Management of subcommittees and other subgroups
- Leadership Development and Succession Planning
- Other Topics the Committee Leadership Would Like to Discuss

The board may also provide feedback or guidance to the committees or to individual committees regarding year-end committee activities.

COMMITTEE ANNUAL TASK LIST

DISCUSSION

Drafting of committee annual task lists

- Review of the 2025 Strategic Annual Objectives: How the committees support through their task list
- Annual tasks and other initiative(s) ideas
- Other tasks



COMMITTEE PERSONNEL

DISCUSSION

- Brief review of committee rosters, term expirations, and committee size
- Committee member appointment renewal and new application process
 - Review of renewal and new application process
 - Recruitment: What is working and not working for the committees?
 - Committee Personnel Report: This report should provide the board with an inventory of experience, strengths, weaknesses or gaps to fill. If a committee is already well balanced, the report could communicate that the committee is looking to replace like for like. The board will use this report as guidance when evaluating committee member appointment renewals and new applicants.
- Committee to committee liaisons roles and responsibilities
 - Committee leadership check in with the board
- Management of subcommittees and other subgroups
 - Committee leadership check in with the board



LEADERSHIP DEVELOPMENT + SUCCESSION PLANNING

DISCUSSION

Is there support and training that the committee leaders need to help run more effective meetings, and to be more effective as a committee?



OTHER COMMITTEE TOPICS

DISCUSSION

Are there any other topics the committee leadership would like to discuss?



THANK YOU

APPENDICES



COMMITTEE ANNUAL TASK LIST

BACKGROUND

Per Committee Policy Resolution 2021-5:

- The committee's overall task list should be consistent with its chartered purpose(s), the Association's Five-Year Strategic Plan Initiatives and the... (2024 Annual Strategic Objectives)
- The committee may recommend to the Board additional tasks, provided that no significant committee action shall occur without Board approval
- The scope of the committee tasks shall not include the following:
 - Direct or indirect involvement in the daily operations of Association
 - Interactions with management or staff except when arranged through the General Manager or staff lead
 - Interference in the traditional relationship between the Board and General Manager



COMMITTEE TASK LISTS STRATEGIC ALIGNMENT

TDA 5-Year Strategic Plan



2025 Strategic Objectives



2025 Budget



2025 Committee Task Lists

