

## ATTACHMENT NO. 2

### **Leadership Development Task Force**

The Leadership Development Task Force of the National Committee has had several exchanges of correspondence since appointment and met yesterday evening for the first time here at the hotel. As you know the Task Force consists of two past Chairmen, three past or current vice-chairmen, and three current or past technical committee chairs. It's a very experienced group.

The Task Force took several actions, subject to your approval:

1. The group believes that "Membership Development Committee" would be a more appropriate title. First, we believe that our early-on focus should be on improving the process by which individuals become aware of and involved in the work of the National Committee; second, we feel that "Leadership Development" might be seen as threatening or impertinent by some current members; third, it is our feeling that the most critical area for the long-term success of the Committee is in the operations of the Technical Committees, not the overall operation of the Council or National Committee, and fourth, we believe that such a Committee will be useful for some years. We suggest the possibility of a two-year charter, to be renewed if justified.
2. The Committee adopted the following Statement of Purpose subject to your approval:

"The Membership Development Committee (MDC) is charged with recommending to the NC Executive Board ways to encourage highly competent individuals to become and stay involved with the NC and assure that their volunteer efforts are maximized through effective leadership and operating procedures, primarily but not exclusively at the technical committee level. The MDC will recommend and assist in the creation of materials to reach these objectives and, as appropriate, recommend changes in NC governing rules."

These two items are submitted for your approval; the remainder of the report is on our work plan. Shall I proceed or do you wish to act on these recommendations now?

The committee has identified three initial work products:

1. A survey (probably by e-mail) of a representative sample of recently appointed technical members to determine the patterns of how individuals become aware of the National Committee and what factors motivate, or possibly discourage, their becoming actively involved. We believe that this survey can be completed (with help from Bob Garrett) by the mid-year meeting.
2. A brief description of the National Committee, its history, makeup and continuing functions produced in an attractive format. We believe that this would be a useful recruiting tool as well as an informative device for the ever-changing decision

makers of our Sponsoring Organizations. An outline will be prepared by mid-March and should be in completed first draft form by the mid-year meeting.

3. A manual on the effective management of a technical committee. This would cover the roles and responsibilities of the officers and provide guidance in such things as establishing task-forces to increase Committee production between meetings. An outline will be reviewed by the Committee by the end of March; however, we have not set a target for a first draft as we are not yet certain of the complete scope. We would hope to produce this document within the year.

The Committee discussed a number of other items, including incentives and recognition for members of all grades and the need for continuing oversight of technical committee performance. In this regard, it is likely that the Committee will recommend to you that the process of reviewing all technical committee officers and memberships on a two year schedule be reinstated on a rigorous basis.

This concludes our report.