**Church Council**
**Guidelines for Board Committee Chair Succession**

1. The members of each committee shall elect the chair or co-chairs of their committees. They may elect a current committee member or a new member who seeks to lead the committee.

2. The term for each chair or co-chair of a Board Committee shall be one-year. The one-year term shall coincide with the church year – July 1 through June 30.

3. There are no term limits – committee members may re-elect the chair or co-chairs to serve additional terms.

4. Chairs or co-chairs, who intend to step down at the end of their term, are encouraged to announce their intention as soon as possible so others can determine whether they wish to be considered for the chair position.

5. In conversation with committee members, committee chairs or co-chairs are encouraged to proactively identify the next chair and groom them for this position as early as possible.

6. Should the chair or co-chair resign prior to the end of their term, committee members shall elect another chair or co-chair to fill the unexpired term. The committee may also elect an interim or acting chair pending election of a new chair or co-chair to fill the unexpired term.

7. Committees are encouraged to develop a description of the responsibilities for their chair or co-chairs so there is a mutual understanding of the expectations for this position.

8. Should there be difficulties in finding a new chair or co-chairs, the committee and/or its outgoing chair/co-chairs may consult with their BOT Liaison and/or the Leadership Development Committee (LDC) to help them identify potential candidates and/or a plan for their recruitment. To be most effective, this conversation should take place as soon as it appears a potential new chair cannot be identified or recruited, rather than waiting until the end of the chair's term. The Board, LDC, or the committee may use announcements in the Beacon, at services, or other ways to engage the congregation and solicit interest in the vacant chair position.

*Approved by the Board of Trustees on June 4, 2013*.