

Board Recruitment – Sample Process

Summary

The organization maintains a commitment to recruiting and retaining high quality board members who contribute to the organization in meaningful ways. Accordingly, the organization has a multi-step process for recruitment. Recruitment entails a series of meetings that help to ensure the candidate and the organization are well matched and the candidate will work well with the existing board.

Any board member may identify and hold a discovery meeting with a potential candidate, Do not promise a candidate that they will be invited to join the board: discovery meetings are to evaluate fit. All candidates should meet either the Board Chair or Chair of the committee they intend to serve on. and be voted in by the board at a regularly scheduled meeting. This allows board members to meet the candidate before taking a vote.

Recruitment Steps

1. Discovery meeting: Board member(s) and/or staff meet with a prospect to explore interest. This informal meeting explores the motivation for service and the skills, qualities and connections the new board member will contribute to the organization. Examples of discovery questions:
 - ✓ What interests you about serving on our board?
 - ✓ Do you have any previous board service, leadership, or volunteer experience?
 - ✓ Are you presently serving on any boards?
 - ✓ What kinds of skills or expertise can you offer?

- ✓ How will the organization benefit from your participation? How do you think we could best take advantage of your expertise?
 - ✓ What do you expect us to do for you so that your experience is satisfying?
 - ✓ What kind of time and financial commitment will you be able to make?
 - ✓ Are you willing to serve on committees and task forces?
2. Candidate completes a board service application and provides a resume.
 3. Candidate meets leadership: (This meeting should include either the Board Chair or Committee Chair). Specifics of service are explained, including:
 - ✓ the organization requests attendance at 75% of board meetings, committee meetings and special events
 - ✓ We ask that every board member serves on at least one committee.
 - ✓ We ask board members to make a financial contribution of \$1,000 or more annually. Payment terms may be negotiated.
 - ✓ We expect all board members to actively participate in all fundraising activities
 - ✓ We expect board members to actively participate in decision making and stay informed about what's going on in the organization during their tenure.
 - ✓ We expect board members to know and articulate the mission of the organization and serve as an ambassador to open doors whenever possible.
 4. Candidate observes a board meeting. This allows the prospect to see how the board functions and gives every board member an opportunity to meet the candidate. The candidate should be given

an opportunity to share something about themselves at the meeting.

5. The candidate is nominated for service and the board takes a vote. Terms of service are established.
6. Candidate receives:
 - ✓ Board service manual
 - ✓ Schedule of orientation activities
 - ✓ Is matched with a 'board buddy'