

HANDOUT #7b

SAMPLE Board member recruitment process

Goals: Elect 'x' new board members at board meeting in _____
Begin to develop 'pipeline' of potential board members (people who are at various points in the cultivation/recruitment process)

1. Collect names of potential board candidates from various sources (Governance Committee, other board members, community leaders, etc.).
2. Governance Committee reviews names within context of current board composition and identified needs.
3. Committee determines which people to contact for a more in depth conversation to ascertain interest, fit, etc.
4. Committee member(s) contact candidate(s) to schedule meeting to talk about ABC Nonprofit. Indicate to candidate(s) that the board is in the process of identifying people in the community who may have an interest in joining the board at some point in the future. This first meeting is an opportunity to talk about ABC Nonprofit's mission, values, history, strategic direction, programs, etc.
5. Send letter confirming meeting date/time with background materials:
 - Annual report
 - Current budget
 - Business plan
 - Program brochure(s)
 - Recent newsletter(s)
 - Recent newspaper or other articles
 - Information about organizational structure and senior staff members
 - Other relevant information
6. Committee member(s) meet with candidate in person to discuss ABC Nonprofit and ascertain interest and fit.
7. Committee meets to review feedback from preliminary meetings and identify those candidates who should continue to be pursued (committee interest and individual expressed interest in ABC Nonprofit).
8. Schedule second meeting for candidate(s) to come to office to meet with Governance Committee member(s) and Executive Director. Materials:
 - Responsibilities of the Board of Directors
 - Board Member Expectations Statement
 - Most recent audit
 - By-laws
 - Board committee structure
 - List of board members
 - Other relevant information
9. Committee meets to finalize slate for recommendation for board for election.
10. Conduct new board member orientation.