**BOARD RECRUITMENT PROCESS**

**Note: During the process, candidates and the organization have the option of withdrawing consideration at any time, for any reason and without prejudice.**

**General Approach:**

1. **Establish Criteria for Selection**
   1. Job description; performance standards; expectations
   2. Prepare Board skill and needs inventory/matrix - existing and desired (see below)
2. **Recruitment Process**
   1. Timing: prior to annual planning
   2. Candidate or agency can opt out at any point along the process
   3. Board Nominating Committee/Executive Committee identifies and contacts prospects
   4. Obtain indication of interest from prospect
   5. Send “Care Package”
      1. By-laws
      2. Job description; performance standards
      3. Strategic plan
      4. Board minutes
      5. Annual report
      6. Financial statements; audit
      7. Budget
      8. Program information
      9. Marketing materials
      10. Newsletters
   6. Meet informally with prospect (Chair of Board, Executive Director)
   7. Prospect attends one or more Board meeting(s) as full, non-voting participant
3. **Election to Board**
   1. Assign ‘mentor’ to new Board member
   2. New Board member signs letter of agreement and Conflict of Interest disclosure
   3. Orientation
   4. Committee assignments
   5. Opportunities to get to know the other Board members, key staff

**BOARD MAKEUP MATRIX I**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Previous Board | Current Board | Future Board | Outstanding needs |
| GROUP: |  |  |  |  |
| Female |  |  |  |  |
| Male |  |  |  |  |
| 20-35 |  |  |  |  |
| 36-55 |  |  |  |  |
| 56+ |  |  |  |  |
| African American |  |  |  |  |
| Caucasian |  |  |  |  |
| Native American |  |  |  |  |
| Latino/Chicano |  |  |  |  |
| Asian-American |  |  |  |  |
| Other: |  |  |  |  |
| DEMOGRAPHIC: |  |  |  |  |
| Inner City |  |  |  |  |
| Suburban |  |  |  |  |
| Rural |  |  |  |  |
| Other: |  |  |  |  |
| CONSTITUENCY: |  |  |  |  |
| Business |  |  |  |  |
| Government |  |  |  |  |
| Program User |  |  |  |  |
| Community |  |  |  |  |
| Other: |  |  |  |  |

**BOARD MAKEUP MATRIX II**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skills | Fundraising | Public Relations | Planning | Financial | Personnel | Legal | Program Expertise | Networking | Prior Board Experiences | Other: |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |
| Board Member 1 |  |  |  |  |  |  |  |  |  |  |