Board Governance

Recruitment and Management Kit

**2024**

**Organization Name**

**Board Application Form**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_

Relevant Experience and/or Employment (attach bio)

**Why are you interested in serving [Organization Name]?**

**Areas of expertise or contribution you feel you could make:**

[ ] Legal

[ ] Fundraising

[ ] Leadership

[ ] Sector Expertise

[ ] Volunteer Management

[ ] Other

**Other board commitments:**

**Other Commitments:**

***Date Interviewed by Member (s)***

***Reviewed By Committee***

***Action Taken***

**Board Skill Grid**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Program** | **Planning** | **Finance** | **Accounting** | **Marketing** | **Personnel** | **Legal** | **Fundraising** | **Community** | **Program** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Board Orientation Check list**

|  |  |
| --- | --- |
| 1. General Information |  |
| By laws |  |
| Board Structure |  |
| Vision and Mission |  |
| History of the Organization |  |
| Strategic Plan – Strategic priorities, goals and objectives |  |
| Summary of all programs and services |  |
| List of board members |  |
| 1. Roles and Responsibilities |  |
| Board Member Job Description |  |
| Committees and their role, job description |  |
| Expectation of new board members |  |
| List of annual events board expected to participate in |  |
| 1. Policies and Procedures |  |
| Board policies and procedures |  |
| Board culture – overview of how the board works |  |
| 1. Financial Management |  |
| Budget Process |  |
| Copy of current year budget |  |
| Audit and/or annual report |  |
| Current financial statement |  |
| 1. Other Information |  |
| Minutes of board meetings (3 to 6 months) |  |
| Confidentiality, Conflict of Interest to sign |  |
| 1. Fundraising |  |
| Contribution Expected |  |
| Summary of Fundraising activities |  |
| Board Role in Fundraising – define expectations and events to participate |  |

**Governance Committee**

**Roles and Responsibilities**

* Review and update the by-laws as requested by the Board of Directors. Review by-laws and update as the organization changes, legal requirement change or IRS changes are mandated.
* Recruit, interview, and provide a slate of candidates annually to fill opening or vacant positions on the board.
* Manage board terms so board members rotate off as per by-laws.
* Conduct board orientation sessions for new members
* Conduct annual board assessment and provide recommendations to the full board
* Provide or schedule board development/training sessions
* Manage process for removal of board members.

**Example -Annual Priorities**

1. Develop work plan for recruitment process of new board members to fill terms for those leaving the board in XXXX.
2. Create 2 training sessions for the board of directors at regular meetings.
3. Review board assessment tool and conduct annual survey. Conduct evaluation and follow-up on executive session of the board from retreat.

**Board of Directors**

**2024 Individual Commitment Form**

**Thank you for your commitment to [ORGANIZATION name].** The purpose of the Individual Commitment Form is to:

* guide your annual development plan
* identify areas of interest in terms of board leadership, committee assignments and program activities
* confirm your personal gift through your pledge.

This will allow us to start the fiscal year with 100% board commitment of time, talent and treasure. The planning will ensure we are fully functioning and poised to maximize our success in the coming year.

We ask that you complete this form prior to the retreat to ensure our time together is well spent. While we know unforeseeable conflicts will arise, we hope each board member will realistically assess opportunities and fulfill your commitments to the best of your ability.

**Personal Pledge**

THANK YOU for your personal financial support of **[ORGANIZATION name].** Each board member, as a requirement to serve, must make an annual gift of at least $XXX to ensure we have demonstrated 100% board commitment. Please consider what gift amount is personally significant to you.

**My personal donation for 20XX**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I anticipate making this gift by**: \_\_\_\_MONTH/YEAR\_\_\_\_\_\_\_

\*Note: This is your personal, individual contribution **to [ORGANIZATION name]** and does not include any event tickets, sponsorships, etc. you might purchase or provide during the year. Pledges should be paid by SPECIFIC DATE THAT WORKS FOR ORGANIZATION.

My company will match this amount: $\_\_\_\_OR %\_\_\_

**2024 Individual Commitment Form**

**Please complete the following sections:**

**Personal Mission Statement:**

“As a Board member my mission is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leadership Goal:**

I am interested in serving the organization in the following leadership roles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which Board committees will you actively serve on this year?**

|  |  |
| --- | --- |
| Committees | Time commitment (average per month) |
| * Development Committee * Finance Committee * Policy & Program Committee * Governance |  |

**2024 Individual Commitment Form**

**Unique Committee Contributions I plan to make:**

*(e.g. use special skill, engage personal network)*  Target Date(s)/Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fundraising Goal:**

Each Board member is asked to attend and participate in at least # events each year. Please use events as an opportunity to invite friends, colleagues and others to learn about **[ORGANIZATION name].**

Which fundraising/program events will you participate in this year?

* NAME OF EVENT (DATE)
* NAME OF EVENT (DATE)

Name people/institutions you will engage and from whom you will solicit a donation on behalf of the organization this year:

Name Projected Date & Amount

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2024 Individual Commitment Form**

**Relationship Management**:

I will manage the following current donor/stakeholder relationships this year. This means I will assume responsibility for cultivating and stewarding the relationships:

Name of Donors/Stakeholders

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My Elevator Speech:**

*What the organization does that really impresses me….*

*Why I care about the success of the organization….*

*How I am personally connected to the organization’s area of service…*

**2024 Individual Commitment Form**

**OTHER**

What ideas do you have for other ways in which you can use your time, talents and/or resources to benefit  **[ORGANIZATION name]** and advance our mission?

What are two things **[ORGANIZATION name]** can do to improve as an organization?

How can **[ORGANIZATION name]** improve Board meetings?

How can we improve orientation/training for new Board members?

**2024 Individual Commitment Form**

**Personal Development Plan*:***

In order to carry out the tasks and responsibilities outlined above, I will need the following **information:**

**Materials:**

**Technical Assistance/Training:**

As a Board member I make these commitments and will make every effort to achieve each and every objective identified in this plan. I also commit to seeking help when needed and to being proactive in preparing myself with the information, materials and resources needed to successful implement this plan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** **Date**