## Board Recruitment Policy

**Effective Date**: [Insert Date]
**Revision Date**: [Insert Date]
**Approved By**: [Insert Approving Body]

**1. Purpose**

The purpose of this policy is to establish a transparent, inclusive, and strategic process for recruiting and onboarding new board members for [ORGANIZATION NAME]. A strong and diverse board is critical to ensuring effective governance, advancing the organization’s mission, and maintaining public trust.

**2. Scope**

This policy applies to the recruitment, nomination, and onboarding of all new board members for [ORGANIZATION NAME].

**3. Principles of Board Recruitment**

[ORGANIZATION NAME] is committed to:

1. **Diversity and Inclusion**: Actively seeking board members with diverse backgrounds, experiences, and perspectives.
2. **Skill Alignment**: Recruiting individuals with skills, knowledge, and expertise that align with the strategic needs of the organization.
3. **Mission Focus**: Ensuring all board members are passionate about and committed to advancing the organization’s mission.

**4. Recruitment Process**

**4.1 Needs Assessment**

1. **Annual Review**: The Governance Committee will annually assess the composition of the board to identify gaps in skills, demographics, and representation.
2. **Board Matrix**: Develop and maintain a board composition matrix that highlights current members’ expertise and areas where new skills are needed (e.g., finance, fundraising, legal, or industry-specific knowledge).

**4.2 Recruitment Sources**

1. **Personal Networks**: Encourage current board members to recommend potential candidates who align with the organization’s mission and values.
2. **Community Outreach**: Engage with local community groups, professional organizations, and leadership networks to identify qualified candidates.
3. **Public Postings**: Advertise board openings on the organization’s website, newsletters, and relevant platforms to ensure transparency and reach a broader audience.

**4.3 Candidate Identification**

1. **Nomination Form**: Potential candidates must complete a nomination form outlining their qualifications, skills, and commitment to the organization’s mission.
2. **Initial Screening**: The Governance Committee will review applications and conduct initial assessments to ensure alignment with board needs.

**5. Nomination and Selection**

**5.1 Interviews**

1. The Governance Committee will interview shortlisted candidates to evaluate their skills, experience, and fit for the board.
2. Interviews will focus on:
	* Understanding the candidate’s motivation for joining the board.
	* Assessing alignment with the organization’s mission and values.
	* Discussing expectations regarding time commitment, financial contributions, and governance responsibilities.

**5.2 Selection Criteria**

Candidates will be evaluated based on:

1. Professional expertise relevant to organizational needs.
2. Prior nonprofit or board experience (preferred but not required).
3. Commitment to diversity, equity, and inclusion.
4. Willingness to contribute time, talent, and financial support to the organization.

**5.3 Board Approval**

1. The Governance Committee will present recommended candidates to the full board for approval.
2. A majority vote is required to elect new board members.

**6. Onboarding**

**6.1 Orientation Program**

New board members will participate in an onboarding program that includes:

1. A review of the organization’s mission, strategic plan, and bylaws.
2. An introduction to current board members, staff, and key stakeholders.
3. Training on governance best practices, fiduciary responsibilities, and nonprofit compliance requirements.

**6.2 Documentation**

New members will receive:

1. A Board Member Handbook containing key documents such as bylaws, financial reports, and policies.
2. Conflict of Interest Disclosure Form to be completed and returned within [Insert Timeframe].

**7. Roles and Responsibilities**

**Board Members**:

* Actively participate in recruitment efforts and recommend qualified candidates.

**Governance Committee**:

* Oversee the recruitment, nomination, and onboarding processes.
* Ensure alignment with board composition goals.

**Executive Director/CEO**:

* Provide support and resources for the onboarding process.

**8. Monitoring and Evaluation**

The Governance Committee will:

1. Conduct an annual evaluation of the recruitment process to ensure it meets organizational needs and aligns with best practices.
2. Update the Board Recruitment Policy as necessary based on feedback and lessons learned.

**9. Policy Review and Updates**

This policy will be reviewed every [Insert Timeframe, e.g., two years] to ensure it reflects the evolving needs of the organization and board.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Name**: [Insert Name]
**Title**: [Insert Title]
**Date**: [Insert Date]