

Board Recruitment Process Outline

Purpose: To recruit successful, active, and responsible board members. The process below helps to ensure that board members are interviewed, vetted and more engaged in the organization. An active recruitment process demonstrates our organization's expectations and level of commitment to its board members. It helps recruit more engaged board members when you use a formal process to recruit.

Steps:

1. **Appoint a Governance Committee.** It is chaired by board member with two to three additional members to the committee.
 - a. The Governance Committee sets a work plan, schedule, and timeline for recruitment based on elections, open slots, and orientation date. It is expected that the Governance Committee will spend three to five months on the recruitment process.
2. **Define skills gap.** Define skills needed or lacking on board before we jump to names and positions. (complete skills gap analysis of current board).
3. **Assemble recruitment kit.** This includes applications, information on organization, board job description and/or expectations.
4. **Solicit names** and see if individuals are interested in board service.
 - a. Board brainstorms names based on skills
 - b. Board members may reach out to who they know
 - c. Some boards use committees membership to test people for board membership
5. **Gather completed applications** from applicants
6. **Schedule interviews** with at least two board members present if you can – by phone or in person
 - a. Review expectations, time commitments, committee assignments, contributions, etc.
 - b. Assess interest in mission and serving
 - c. Invite those to serve if you think they will be good board members
7. **Committee review and select individuals to elect**
 - a. Committee presents to board for election
8. **Elect** at the May/June board meeting
9. **Hold orientation** before first board meeting
 - a. Orientation should be 2 hour meeting with a social time to meet other board members. Social time important to meet board members.
 - b. See orientation checklist. Meeting conducted by Board Chair, Vice Chair, and Committee Chair.
 - i. Provide notebook to new board members
 - c. Assign board buddies for six months
 - i. Board buddies are existing members who are responsible to call people when they do not attend to keep in the loop, to call after meetings to provide background or context for more contentious or heated discussions.
 - ii. Board buddies should help members become more active at quicker pace and help them understand their roles, responsibilities, and organizational culture.