

Sample Board Recruitment Procedures

(Please adapt to meet the unique needs of your organization)

1. Conduct a board skills assessment: At a board meeting determine the skills, connections and demographics needed to strengthen the board. Brainstorm a list of people who have those skills, connections and demographics.
2. Outreach: Approach nominated individuals, post announcement on website, send announcement to e-mail list. Etc. (Be sure that the announcement specifies the skills needed, commitment required, and how to apply.)
3. Application: Interested individuals submit a 1-2 page letter that describes their interest and skills. A resume may also be requested. An application form may be used if desired.
4. Review applications: The X (usually Nominating or Governance) Committee reviews all applications and sends recommended candidates' applications to the full board.
5. Selection:
 - a. Discuss applications at a board meeting and determine who to pursue.
 - b. Invite top candidates to meet with the Board Chair (or another board member) and the Executive Director.
 - c. Invite candidates to attend a board meeting. (The purpose is to allow the candidates to get to know the organization and determine if it is a good fit for them; board members also have the opportunity to meet the candidates.)
6. Vote: Hold a formal vote in accordance with the organization's bylaws.
7. Offer Position: The Board Chair, or other selected board members, calls each candidate to offer them the position or thank them for their application and redirect them to other volunteer opportunities when appropriate. An official letter should follow. (If a large number of applications are received, individual phone calls may not be realistic, but every applicant should receive an official written response.)
8. Orientation:
 - a. Information Packet: Provide each new board member with a board packet that includes: bylaws, board agreement form, board pledge form, strategic plan, past year's board minutes, board and staff contact information, and other relevant board and organizational documents.
 - b. Board Buddy: Assign a board buddy from among seasoned board members. For the first three months, the seasoned board member should check in with their new board member buddy before board meetings, sit near them during board meetings, and check-in again after board meetings. The purpose is to ensure that the new board members feel supported and are able to ask questions as they arise.
9. Committee Assignment: Engage new board members immediately by having them sign up for an active committee or taskforce.