

Suggested Board Member Recruitment Process Recruitment Process

Step 1:

Identification of possible board candidates

- Taking into consideration upcoming retirements and skill inventory, candidates are selected based on current board structure and needs.
- Names are brought to the board for initial discussion
 - *Consider completing a [Board Matrix](#)

Step 2:

Executive Director and one or two board members will meet with candidate.

- Discussion re: Organization's mission, history, strategic vision
- Requirements of board service:
 - Board meeting calendar
 - Committee Structure
 - Fundraising responsibilities
- Discussion of what skills and abilities we need and what candidate has to offer

Step 3:

Follow up conversation with Board Candidate and invitation to visit a board meeting. Following board meeting, candidate is asked if they are interested in serving.

Step 4:

Board moves to approve candidate as a board member.

Step 5:

New board member completes orientation before first official board meeting.