

Ideal Board member profile:

- Fulfills a need identified in the board matrix
- Has high passion, commitment, and energy for the organization's mission (in their top 3)
- Community-focused
- Brings ideas and experience
- Has capacity and capability
- Has previous board experience

Step 1: Update the Board Matrix to Reflect the Strategic Plan, Goals, Current Board, etc.

- Note gaps in the matrix that need to be filled by new board members
- Make a list of needs for new board members (demographics, skills, experience, expertise, connections, etc.)

Step 2: Identify Prospective Board Members and Assign a Recruiting Board Member

- Present the following information to the board:
 - Why you believe this candidate would make a great board member for [ORGANIZATION]
- Solicit feedback from all board members before proceeding

Step 3: Meet Prospect and Move to Candidate Status

If a prospect meets the profile above and the board agrees to advance, the recruiting board member meets with the prospect and shares the potential board member packet with the candidate.

If the prospect is comfortable with the expectations and has a passion for the organization's mission, ask: Are you interested in being a candidate for board service?

If yes:

- During meeting, complete the Prospective Board Member Profile
- Request the candidate send their resume or bio
- Explain the process and timing and who will be setting up subsequent board conversations and who they can contact for updates

Step 4: Additional Conversation with Board Chair and Executive Director

- Ask if candidate had an opportunity to review potential board member packet
- Answer the candidate's questions
- Following the meeting, the Board Chair and Executive Director decide whether to recommend candidate and tell the recruiting board member

Step 5: Recommendation and Board Action

- Recruiting board member makes a motion to approve the new board member
- Board votes
- Board Chair or Governance Committee Chair notifies candidate and schedules orientation

Step 6: Orientation

Follow New Board Member Orientation Plan