

**Boris Frank Associates**

7094 Paoli Road, Verona, WI 53593

608/845-3100

[borisfrank@tds.net](mailto:borisfrank@tds.net)

## **BOARD RECRUITMENT PROCESS**

**During the process, candidates and the organization have the option of withdrawing consideration at any time, for any reason, without prejudice.**

## **Establish Criteria for Selection**

- Job description; performance standards; expectations (attached)
- Prepare Board skill and needs inventory/matrix - existing and desired (attached)

## **Recruitment Process**

- Timing: prior to annual planning
- Candidate or agency can opt out at any point along the process
- Board Nominating Committee/Executive Committee identifies and contacts prospects
- Obtain indication of interest from prospect
- Send “Care Package”
  - By-laws
  - Job description; performance standards
  - Strategic plan
  - Board minutes
  - Annual report
  - Financial statements; audit
  - Budget
  - Program information
  - Marketing materials
  - Newsletters
- Meet informally with prospect (Chair of Board, Executive Director)

- Prospect attends one or more Board meeting(s) as full, non-voting participant
- Election to Board
- Assign mentor to new Board member
- New Board member signs letter of agreement and Conflict of Interest disclosure (attached)
- Orientation
  - Committee assignments
  - Opportunities to get to know the other Board members, key staff

## BOARD MAKEUP MATRIX

	Class of '13					Class of 2014					Class of 2015				
GROUP:															
female															
male															
20-35															
36-55															
56+															
African American															
Caucasian															
Native American															
Latino/Chicano															
Asian-American															
Other:															
DEMOGRAPHIC:															
Inner City															
Suburban															
Rural															
Other:															
CONSTITUENCY:															
Business															
Government															
Program User															
Community															
Other:															
SKILLS:															
Fundraising ( <i>nonprofits</i> )															
Public Relations															
Planning															



## **SAMPLE BOARD MEMBER JOB DESCRIPTION**

<b>Title</b>	Member, Board of Directors
<b>Responsible to</b>	President, Board of Directors
<b>Objective</b>	Provide leadership in successfully accomplishing the goals and objectives of the organization
<b>Term</b>	Three years, unless filling an unexpired term. No more than three consecutive terms may be served. If elected mid-term, Board members may retain eligibility for an additional three elected terms
<b>Meetings</b>	The Board meets ____ times annually. Board members may also be assigned to working committees that require participation and attendance
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>➤ Participate in strategic planning. Establish mission, vision, goals and objectives and monitor their successful achievement</li><li>➤ Determine the organizational structure and assure compliance with agency by-laws, articles of incorporation and all state, local and federal laws</li><li>➤ Establish and enforce operating and organizational policies</li><li>➤ Become familiar with the organizations programs and activities</li><li>➤ Serve on at least one Committee</li><li>➤ Employ, evaluate and monitor the Executive Director. Delegate all operational tasks to the Executive Director</li><li>➤ Provide for adequate finances and other resources required to accomplish the mission, goals and objectives of the agency</li><li>➤ Contribute, according to personal ability, to the annual fund appeal</li><li>➤ Actively assist in fundraising</li><li>➤ Serve as an interpreter, information source and 'good will ambassador' to the community</li></ul>

## **BOARD MEMBER AGREEMENT**

I, \_\_\_\_\_ understand that as a member of the Board of Directors of, I have a legal and ethical responsibility to ensure that \_\_\_\_\_ does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

### ***As part of my responsibilities as a Board member:***

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. Each year I will make a personal financial contribution at a level that is meaningful to me.
4. I will actively participate in one or more fundraising activities.
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what's going on in the organization. I will ask questions and request information.
7. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
8. I will work in good faith with staff and other board members as partners towards achievement of our goals.

If I do not fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me.

In turn, \_\_\_\_\_ will be responsible to me in several ways:

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law.
2. Opportunities will be offered to me to discuss with the Executive Director and the Board President the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a Board member.

4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board President and Executive Director to discuss the organization's responsibilities to me.

Signed:

---

Member, Board of Directors

---

President, Board of Directors

Date \_\_\_\_\_