# **Board Member Recruiting Process**

**Board Development Purpose**

* Identify and recruit individuals to the Board who can generate and secure resources and meet the specific needs of the Club
* Provide a program that will inform new members about our mission and clarify the responsibilities of Board members
* Provide mentoring to bring new Board members up to speed quickly and help them be productive and enjoy their new position

**Board Member Attributes**

* Vitally interested in the Club and its mission
* Good judgment
* Respected in the community
* Able to see the big picture, but willing to work on the details
* Moral courage – willing to make hard decisions
* Time to devote to meetings and BGC projects
* Willing to express an opinion, but flexible enough to support group decisions when necessary
* Good communicator – able to communicate passion about the Club
* Willing to work to recruit donors and steward potential and current donors
* Fun loving; able to get along with fellow Board members

**Prospects**

* Governance and Development Chair and Board Chair review board member needs. They review the wish list of qualities, skills, community connections, and experience desired by the Board
* Board members recommend potential candidates at the Board meeting for informal discussion (Board member sponsor)
* Board members submit names of potential candidates to Board Governance and Development Chair for screening by the full Board

**Recruiting**

* Board Chair calls Board member candidate to thank him/her for interest in the Club and sets expectations about the application process
* Board Chair arranges an initial meeting with Executive Director to check Board member interest and compatibility
* Board Chair also introduces prospect to Club fact sheet, Board member roster, Impact Report, and other informative materials

**Application Process**

* If prospect is interested, he/she is invited to submit an application to Board Chair. Prospect will be notified promptly that the application is received

**Board Approval**

* Board members are introduced to prospect as appropriate. Board Chair sends an email note to Board members with background summary and recommendation for extending an offer to candidate. Board members are expected to reply with feedback about the candidate within one week
* Board Chair conducts vote at the Board meeting held after Board feedback is collected. Note: Majority vote will rule on acceptance.
* When a new Board member is approved, Executive Director will conduct background check within 3 days of Board member confirmation that he/she is still interested
* After the formal vote of acceptance and successful background check, the Board Chair contacts the candidate with offer to join the Board
* Board Chair sends official letter that welcomes new member and outlines Board member duties

**New Board Member Orientation**

* When Board member accepts position, Board Chair and Executive Director will meet with new member to review BGCCC Handbook, performance expectations and other information (within one month after acceptance)
* Board Chair and Executive Director will discuss new member’s committee interests. Committee chairs will be introduced to explain various projects**.** Committee responsibilities will be clarified.
* A current Board member (not usually sponsoring Board member) will be assigned to mentor new member before upcoming Board meeting and to review Handbook and answer questions
* Board member mentor works closely with new Board member

**Board Member Performance Guidelines**

* Board Chair will meet with each new Board member for initial plan review/commitment followed by performance check and mentoring mid-year
* Board Chair (with Executive Director) will conduct a year-end review of all Board members performance. If there are any problems, he/she will make recommendations to the Executive Committee for action to correct problems.

**Boys and Girls Clubs of Chaffee County Board Recruitment Notes, Recommendations and Strategies to Identify Board Member Prospects**

Seek new members that fill specific needs in four categories:

1. Specific skills, experience, expertise needed - legal, marketing/writing, real estate, medical/social work, facilities/construction, computer knowledge, donors, prison experience, school district experience, art skills
2. Representation from the most significant organizations and employers in the Valley - HRRMC, Monarch Mountain, school districts, local governments, Collegiate Peaks and/or High Country Banks, Chamber of Commerce, Rotary
3. More Board members from Buena Vista – critical need
4. More males – recent additions are mostly women

Note: All prospects should possess at least one of the following three “W’s” – Worker (demonstrated ability and willingness to get the job done); Wise (special experience or career background, or demonstrated good judgment in similar environment, leadership skills; Wealth (willing and able to make significant financial commitment and/or in position to influence others to do so)

**Recommended Process to bring new members on board**

1. Board member “sponsor” floats name(s) via email to full Board before approaching prospect
2. If no specific objection within one week, the sponsor determines if prospect has interest; suggests lunch or other meeting
3. Informal lunch or similar meeting with prospect with at least one Executive Committee member, the Board sponsor, and Executive Director attend. Purpose is mutual exploration; how well do we fit each other? Folder with application and background information describing role of Board member, expectations, critical fact sheet about the Club, etc., is provided to prospect at that time.
4. If prospect is interested, he/she: (a) completes and returns application to the Club to the attention of Board Chair; (b) tours one Club location when kids are present; (c) may be invited to next Board meeting to meet full Board, see how it operates and have chance to ask questions of full Board. Note: If prospect is already a volunteer, may skip club tour.
5. If prospect is still interested, Board votes on applicant at next Board meeting. The decision (which requires a simple majority of the Board members present) is communicated to applicant by Board Chair within one week. Whole process from steps 3-5 will take maximum of 60 days.
6. Current Board member, often the sponsor, serves as mentor to new Board member for one year; takes active role in reaching out to new member, assisting, answering questions, etc.

Exceptions: In unusual circumstances such as a previous Board member wishing to rejoin, the Executive Committee by unanimous vote may decide to omit any of the steps above except for step 5, the final decision by the Board to accept the applicant.

**Prospective Board Member Information Sheet**

Name of prospective board member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

Organization:

Address:   
City, State, Zip:

Telephone: Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening\_\_*\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of referral/information:

Special skills

 Fundraising/Resource Development  Marketing/Public Relations

 Personnel/Human Resources  Technology

 Finance/Investment/Banking  Legal

 Working with youth  Management

 Business

 Data Management

 Other: Organizational systems, strategic planning, grant writing

Professional background

 For-profit business  Nonprofit organization

 Government  Other

Knowledge of or Connection with the Boys & Girls Clubs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other affiliations:

Other board service:

Organizations previously receiving my donations:

Other pertinent information: