



Better Board Recruitment

A Dozen Key Documents

Yearlong Nominating Committee Work Plan

May	Nominating Committee have appointed, sets date for first meeting, Board president is Chair of Nominating Committee
May	Nominating Committee meet, reviews Strategic Plan, Work Plan, Budget, and most recent annual report, sets date for meeting with Executive Committee, sets dates for meetings for year
June	Meets jointly with Executive Committee, discusses the skills and talents needed for new board members, discuss current board roster, review board member application form, review board member commitment form, make any revisions
July	Nominating Committee begins to ask board members and committee chairs for names of prospects
July	Nominating Committee starts to contact prospects, and discuss application process, share applications and Board commitment forms, collect applications
October	Nominating Committee meets to review all applications, compares skills and talents to board matrix created based on discussion with the Executive Committee, sorts, and vets all submitted applications
Anytime	Nominating Committee tells candidates they are on waiting list if they ask
October	Nominating Committee creates a list of recommended candidates in rank order, provides to board president
November	Board reviews recommendation list from the Nominating Committee. Board interviews final candidates for open board seats, Board places candidates on slate for election
December	Board offers slate to Board (or membership per bylaws) for vote. New Board members are elected to the Board, Nominating Committee continues to collect names for next cycle
December	Board president sends welcoming letter, sends list of board meeting dates for the year
January	Board provides Board orientation, supply binders of information, Board sends press release about new board members, new board members attend first board meeting with buddy
February	Board provides Board Training for all Board members at least every other year
March	Nominating Committee reviews list of candidates not nominated, determines if they should be in next list of possible candidates, continue to look for candidates
April	Review work plan, make revisions based on year experience, send to board for work plan approval, send suggestions to board president for new Nominating Committee members for yearly appointment by Board President.