



Heritage Consulting Inc.

## **Better Board Recruitment**

### A Dozen Key Documents

Handouts we will discuss in the session and provide on the Heritage Consulting Inc. website

1. Ideal Nominating committee make up, job description
2. Matrix to use to identify future board candidates
3. Sample Board member application form to be circulated to all possible candidates
4. Sample board member agreement outlining expectations for board meeting attendance, board giving (if required), committee and event participation
5. Sample Board member job description
6. Document list we recommend be shared with every board candidate before nomination
7. Contents of new board member binder
8. Outline for a 45-minute board orientation session provided by the Nominating Committee after nomination
9. Outline of a one-hour board training outline on their roles and responsibilities for the Executive Director or Nominating Committee member to conduct, with a bibliography for additional information
10. Board Source information on legal duties of all nonprofit directors
11. 10 Board Responsibilities according to Board Source
12. A Nominating Committee work plan for the yearlong board building cycle to pull these activities together