

Nominating and Board Development (N&BD) Committee Annual Work Plan – Board Year Starts June 1; Agency Budget and Goals Start January 1

Board Member Recruitment

August/September:

- Review current Board membership. Determine whether retirements or resignations have lowered numbers below bylaw minimum or left it short on skills and nominate persons to fill such emergency vacancies from the past year's listing.
- Based on agency goals, review the long-range needs in terms of Board membership and discuss these with the chief executive and Board Chair. Follow this principal: *all nominations should be made based on ability to advance the mission of the agency and ability to see the big picture; special emphasis should not be given to ability to donate money to the agency.*
- Characterize all Board members as to age, gender, community of residence, race, color, ethnicity, community contacts/position/role, skills and discuss how these fit into the agency's goals. Using a grid, make a list of unfilled priorities.
- Determine how many Board members need to be recruited to join the Board next year. Identify Board members whose term should be renewed and those whose membership should be discontinued.

October:

- At the October Board meeting ask for suggestions of new Board members following the priority list as developed in the September meeting.

November:

- Begin to discuss the appointment next June 1 of Board officers.
- Finalize a list of candidates for appointment to the Board which is three or four times the number of vacancies. Include a brief bio of each candidate. Any candidate who receives a negative vote from a member of the N&BD Committee will be deleted.

January:

- Send the final list (three or four times the final goal) to all Board members. Comments to be made to the Chair of the N&BD Committee before February 1.

February:

- Prioritize the list to decide which candidates to interview regarding Board membership. A member of the Nominating Committee meets with each candidate

(and with chief executive if they desire) to discuss agency and Board responsibilities and determine mutual interest.

- Select new officers in consultation with the Chair or Chair-elect and the chief executive.

March:

- Present Board candidates and the slate of officers to Board members for election in April.
- Select and recruit members of the N&BD Committee, and Committee Chair, nominate them for election in April.
- Nominate up to three at-large members of the Executive Committee for election in April.

April:

- Board elects Board members, Officers, N&BD Committee, and Committee Chair.
- Invite all new Board members to the annual meeting as guests of the Board; arrange for each new member to be accompanied by a current Board member/mentor. Chief executive will also host new members for a visit to the agency and orientation to the agency and its services.
- A designated member(s) of the N&BD Committee recruits a mentor for each new Board member; ensures mentors have read Mentor Job Description.
- Member(s) of the N&BD Committee consults with Board Chair about recognition of outgoing Board members. Development staff will follow through on whatever form that recognition takes.

May:

- Annual meeting. New Board members introduced, outgoing members thanked and honored.
- Mentors begin work. Designated member of the Committee checks in with them periodically throughout the year.

New Board Member Orientation

Orient incoming Board members as follows:

Meeting #1: Usually lunch at the agency with chief executive and one or more of the following: Board Chair; N&BD Committee member; Board member who recruited the new member.

This can be a meeting with individual new members or a group of them, depending on schedules.

At this meeting explore what drew the incoming member to this agency, and explore what skills/interests they bring. Only if time permits – provide info about Board member roles and responsibilities.

May/June/July

Meeting #2: Organized by a member of the N&BD Committee working with the chief executive.

Agency programs and services: brief presentation by each department head.

Roles and responsibilities of members of the Board of Directors if not covered at meeting #1

Agency history: presented by a long-time Board member and staff member.

Full packet of agency info distributed and discussed.

Board Development: Board of Directors Objectives and Work Plan, Education of Board Members, Evaluation

November/December

- Board members fill out Individual Board Member Evaluation survey and Evaluation of Progress on Board Work Plan for the past year.
- N&BD Committee consults Board Chair and chief executive and then proposes Board goals and a work plan for the upcoming year that includes the most important tasks the Board can carry out in support of the agency goals and objectives that are being developed at the same time.
- Based on agency and Board goals for the upcoming year survey all Board members about 1) their preferences for Board education subjects and b) areas of Board competence that they believe need improvement (see “Improving Board Effectiveness”). Propose a Board Development Plan for the upcoming year based on the results of this survey.
- Throughout the upcoming year discuss with chief executive the educational presentation for each Board meeting. Seek Board member feedback on these at the end of each meeting or periodically. Use the feedback when developing subsequent education activities.