

CHECKLIST FOR PLANNING YOUR BOARD RECRUITMENT

- Ensure that the organization has a clear and shared **Vision** for the organization and that its **Mission** is well defined
- Appoint a Board Development or Governance Committee** that will work year-round in identifying, recruiting and planning for the education of Board members.
- Develop Board recruitment materials.**
 - Referral forms
 - Application forms
 - Information packet about the organization
 - Nomination forms
- Develop new Board member orientation materials, including a Board Handbook.**
- Update Board Profile Worksheet.**

Assess the skills, qualities, characteristics and community representation your board needs to fulfill the mission; review current makeup of your Board and identify what is missing. Prioritize your recruitment priorities.
- Assemble a confidential, cumulative, ongoing list of prospective Board Members.**

(The list should cover the needs of your nonprofit for the next several years and should be in priority order. It should also be updated every six months, or as necessary.)
- Identify, cultivate and recruit new Board Members.**

(Seek Board input about candidates before approaching them about board service.)
- Present names, backgrounds and applications of candidates to board for review and vote or confirmation.**
- Develop an orientation plan and orient new Board Members** at the beginning of each new board member's term of service.
- Evaluate each Board Member's training needs and develop a Board continuing education plan.**