**Board Member Referral Form**

**Prospective Board Member Information Sheet**

As board and staff members meet people in the community who might make a good fit for your board, fill out an information sheet on each person and save the sheets in a file that is updated and maintained by the Recruitment Committee. By using this sheet, you will have a file of prospective board members that you can choose from when your board needs a new member.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of referral/information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Values of Importance to the Organization

* Inclusion
* Collaboration and respect
* Commitment to mission

Special Skills

❑ Fundraising ❒Strategic Planning

❑ Marketing/Public Relations ❑ Personnel/Human Resources

* Community Engagement ❒Technology

❑ Finances ❑ Legal

❑ Business / entrepreneur ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Background

❑ For-profit business ❑ Nonprofit organization

❑ Education ❑ Art

❑ Government ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other affiliations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other board service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Known levels of service or volunteering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other pertinent information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist of Material For Potential Board Members (Recruitment Packet)

**Materials about Your Nonprofit:**

Include what is current and informative. Some suggestions include:

1. Information about your institution, program, and staff

* Information portfolio about your organization
* Program Fact Sheet
* Brochure
* Annual highlights (if not in some other information)
* Annual report
* Newsletter
* Upcoming program of events or activities
* Selected newspaper or magazine articles
* Other

1. Information about your governing board:

* List of current board members names, titles and affiliations, and, if you wish, brief biographical data
* Responsibilities of board members and board service expectations
* Board committees
* Other

**Application for Nomination to the Board of Directors**

Name Title

Address

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background**

1. Please list past and present memberships in service, community, social or civic groups. Please indicate whether you served as an Officer, Director, Committee Chair, or Member.

1. What skills or expertise can you contribute to this Board?

**Availability to Serve**

Directors are required to attend all Board Meetings, currently held every month. Absence from two (2) consecutive meetings per year or three (3) nonconsecutive meetings per year shall be considered cause to assume that Director has resigned from the Board. Are you able to attend the Board Meetings on a regular basis? Yes ❑ No ❑

Most committee meetings are held monthly. Can you commit to attending your committee’s meeting on a regular basis? Yes ❑ No ❑

Board members are expected to contribute financially to the organization in a way that is meaningful to them, and to help connect the organization to other supporters. Can you commit to supporting the organization in this way?

Yes ❑ No ❑

**Personal Interest**

Please briefly state your understanding of the mission of ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***.

Please briefly state your interest in serving on ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  Board of Directors.

Sample Agenda For The Orientation Meeting With New Board Members

| **TIME** | **WHAT** | **WHO** |
| --- | --- | --- |
| (5 minutes)[[1]](#footnote-1)\* | I.  **WELCOME** | Board Chairperson |
| (25) | II.  **SELF-INTRODUCTIONS** | ALL |
| (10) | III. **YOUR ORGANIZATION** Overview of past and present (This is a good place to show a slide show or video if your nonprofit has one) | Board Chair or Director |
| (15) | IV. **PROGRAMS / TOUR** | Director |
| (10) | V. **FINANCIAL INFORMATION**  Budget, financial reports, revenue and expenses, etc.  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Treasurer or  Financial Officer |
| (15) | **VI. FUNDRAISING/ DEVELOPMENT** | Chair of Fund Development Committee or Director |
| (25) | **VII. BOARD GOVERNANCE** Board Responsibilities and Expectations  Board Meetings Committee Structure | Board Chairperson |
| (15) | VIII. **PLANS FOR THE FUTURE** | Board Chairperson  Chief Executive |

**ASSESSING BOARD MEMBER TRAINING NEEDS**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Need Training** | **Not Applicable** |
| Information about the community and the people our organization serves |  |  |
| Information about the work of my organization |  |  |
| Advocacy for Boards |  |  |
| Board / staff relations |  |  |
| Board Leadership Development & Governance |  |  |
| Board Meeting Management |  |  |
| Board Policies |  |  |
| Board Recruitment |  |  |
| Board Roles and Responsibilities |  |  |
| Communications and Marketing |  |  |
| Community Assessment |  |  |
| Conflict Resolution and/or Team Building |  |  |
| Developing and Managing Collaborations |  |  |
| Evaluating the Executive Director |  |  |
| Financial management for nonprofits |  |  |
| Fund development and fund raising methods |  |  |
| * Grant proposals for foundations |  |  |
| * Corporate donors |  |  |
| * Government contracts |  |  |
| * Income from fees, sales, etc. |  |  |
| * Individual donors |  |  |
| General Nonprofit Development |  |  |
| How board members can avoid conflicts of interest |  |  |
| How boards make decisions |  |  |
| How to be a good ambassador for your organization |  |  |
| How to make committees more effective |  |  |
| **Topic** | **Need Training** | **Not Applicable** |
| Laws and Regulations for Nonprofits |  |  |
| Personnel Law |  |  |
| Program Development |  |  |
| Program Evaluation |  |  |
| Program Management |  |  |
| Roles and Responsibilities of other Board Officers |  |  |
| Roles and Responsibilities of the Board Chair |  |  |
| Standards of Conduct for nonprofit board members |  |  |
| Strategic Planning |  |  |
| Tips for running effective board meetings |  |  |
| Using internet and new technology |  |  |
| Volunteer Recruitment and Management |  |  |
| Working with Paid Consultants |  |  |
| Add any other topics of interest: |  |  |
| Please circle your preference regarding how the board development training is conducted:   1. I prefer training to be offered in group settings. 2. I prefer training to be offered one-to-one. 3. I prefer to learn on my own (print materials or online). 4. Other (please describe). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If training in group settings, the best days/times for me are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other considerations to facilitate my participation in group setting. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

1. \* Time for each item will vary according to content and number of people participating. [↑](#footnote-ref-1)