

Board of Directors Recruitment & Orientation

Recruitment to the Organization Board involves two steps: **The Invitation** to be a member of the board and **The Orientation** of the new board member.

Prior to recruiting new board members the existing board should discuss potential members considering what skills they may be missing from the existing board that will help progress the current plan of work. Who are partners and stakeholders who have particular talents/skills that could be an asset to the board? Existing board members may suggest nominations and once the nominees are decided board members who know them should individually reach out to the nominee to inquire of their interest.

The person doing the inviting must know the following prior to asking someone to consider being a board member:

- ♦ History, mission, vision, goals, current membership of organization
- ♦ If the organization has a Municipal Service District (MSD) be able to convey how a MSD works
- ♦ Time commitment, including committee meeting they are expected to attend as well as retreats, conferences, trainings
- ♦ Monetary commitment if there is one
- ♦ Board of Director's and/or Advisory member's duties and responsibilities

- ♦ Strengths and weaknesses of the board
- ♦ Why YOU are on the board
- ♦ Director's job description (if you have a paid staff director which all NC Main Street communities are required to have unless the community is a designated Small Town Main Street program)

Once the nominee has agreed to serve Orientation of the new board members should occur and should be required of all new board members.

Address the following:

- ♦ Meeting time and place for regularly scheduled meeting including any committee meetings they are expected to attend
- ♦ Procedures for establishing agenda
- ♦ A brief bio on other members to give to the new members (they should submit a bio on themselves prior to being nominated)
- ♦ Go over recent Director's job evaluation *this is only if the organization is non-profit
- ♦ Go over the written Duties & Responsibilities *this is only if the organization is non-profit
- ♦ Conflict of Interest Policy: if you do not have such policy one should be established
- ♦ Financial overview and recent financial report. *If program is a city program the advisory board should know and understand the basic budget for running the Main Street program

- ♦ Bylaws or;
- ♦ Rules of Procedure if a City program with Advisory Board
- ♦ Articles of Incorporation should be included in their notebook/ information if a non-profit or quasi program
- ♦ Board Liability information
- ♦ Clarify working relationship between Board, Executive Director and Staff
- ♦ Go over current Implementation Plan (work plan) with particular emphasis on Vision, Mission and Economic Development Strategies
- ♦ Description of the nature of the board regarding inclusiveness and participation
- ♦ Emphasize attendance policy and need for timely notice of time conflicts
- ♦ Have new board member sign and date an agreement stating they have been through orientation and understand the information and;
- ♦ To the best of their ability will serve as a board members for the specified period of time they have been appointed and if at some point they do not believe they can fulfill their commitment they will step aside to allow for another to come on board
- ♦ Give the board member a board notebook including all information from orientation

At the conclusion of the orientation the new members should know the following:

- ♦ What they doing on the board
- ♦ Who is responsible for what
- ♦ When is it going to be done and;
- ♦ The Vision, Mission and Economic Development Strategies!