

# The Pathway to the Board

XYZ Ministry

CULTIVATION → Recruitment → Orientation → Engagement	
<input type="checkbox"/> <b>STEP 1: Suggest</b> <b>Confidential</b>	<b>Submit to Governance Committee</b>
Board nominee name and contact information:	
Submitted by:	
Date:	
Board Nominee Suggestion Form received:	<input type="checkbox"/> Yes <input type="checkbox"/> No—do not proceed without form

<input type="checkbox"/> <b>STEP 2: Review</b> <b>Confidential</b>	<b>Review Within 30 Days</b>
Review resume	
Review board member qualifications including Statement of Faith	
Review board nominee criteria against board needs	
Prayer and spiritual discernment process	
<b>Action and Date:</b> <input type="checkbox"/> Decline or Postpone <input type="checkbox"/> Move to Step 3	

<input type="checkbox"/> <b>STEP 3: Inquire</b> <b>Confidential</b>	
Assign candidate to board member and/or CEO	
Document past involvement with XYZ ministry	
Invitation for involvement and/or volunteer role: <input type="checkbox"/> Task Force <input type="checkbox"/> Advisory Council <input type="checkbox"/> Informal Input/Focus Group/etc. <input type="checkbox"/> Attend Annual Event <input type="checkbox"/> _____	
<b>Action and Date:</b> <input type="checkbox"/> Decline or Postpone <input type="checkbox"/> Move to Step 4 <input type="checkbox"/> Inform Board	

Cultivation → <b>RECRUITMENT</b> → Orientation → Engagement	
<input type="checkbox"/> <b>STEP 4: Apply</b>	<b>Recruitment Begins</b>
<b>Formal Meeting:</b> “Would you serve as a board member should the Governance Committee recommend you?”	
<b>Review Board Nominee Orientation Materials:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Position Description</li> <li><input type="checkbox"/> Annual Affirmation Statement</li> <li><input type="checkbox"/> Board Policies Manual</li> <li><input type="checkbox"/> Calendar of Board Meetings and Retreats</li> <li><input type="checkbox"/> Briefing: “The Three Board Hats”<sup>1</sup></li> </ul>	
<b>Get-Acquainted Meal:</b> Applicant and spouse dine with CEO and select board members	
<b>Invitation to Submit Application:</b> Governance Committee authorizes next step and board chair and/or CEO invites nominee to submit an application and resume: <ul style="list-style-type: none"> <li><input type="checkbox"/> Invitation Extended</li> <li><input type="checkbox"/> Board Informed</li> </ul>	
<b>Application and Resume Submitted:</b> Application submitted and permission given to proceed on reference checks	
<b>References Affirm Applicant Meets Board Criteria:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pastor and/or Church/Small Group Leader</li> <li><input type="checkbox"/> Spouse</li> <li><input type="checkbox"/> Employer and/or Fellow Employees</li> <li><input type="checkbox"/> Background Checks—must be legal and authorized</li> <li><input type="checkbox"/> Social Media Check</li> <li><input type="checkbox"/> Colleague or Board Member Where Applicant Has Served—“Is s/he knowledgeable in governance and a Christ-centered team player?”</li> </ul>	
<b>Spiritual Discernment:</b> Board prays to discern God’s direction regarding the nominee	
<b>Governance Committee Recommendation:</b> Due diligence and recommendation to board	
<b>Board Approval/Election:</b> Governance Committee recommendation approved by board:	<input type="checkbox"/> Candidate Notified <u>  (Date)  </u> <input type="checkbox"/> Candidate Elected <u>  (Date)  </u> <input type="checkbox"/> Term Begins <u>  (Date)  </u>

<sup>1</sup>ECFA Governance Toolbox Series No. 2: *Balancing Board Roles: Understanding the Three Board Hats: Governance, Volunteer, Participant* (Winchester, VA: ECFAPress, 2013). Visit [www.ECFA.org/Toolbox](http://www.ECFA.org/Toolbox) and download the Board Member Read-and-Engage Viewing Guide and the Facilitator Guide.

Cultivation → Recruitment → <b>ORIENTATION</b> → Engagement	
<input type="checkbox"/> <b>STEP 5: Orientation</b>	
<p><b>Customized Orientation:</b> Assign “board buddy” and create six-month orientation process to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board Professional Development Workshop</li> <li><input type="checkbox"/> Board Training—Online or Conference</li> <li><input type="checkbox"/> Review of Board Nominee Orientation Binder</li> <li><input type="checkbox"/> Briefing of XYZ Departments and Introductions</li> <li><input type="checkbox"/> Password for Online Portal and Documents</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Professional Development Reading:</b> Read the following content within the next six months:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Insert reading assignment</li> <li><input type="checkbox"/> Insert reading assignment</li> <li><input type="checkbox"/> Insert reading assignment</li> </ul>	
<p><b>Orientation Evaluation:</b> Within six months of the first board meeting, submit an evaluation and suggestions for improving the orientation process for future board candidates</p>	

Cultivation → Recruitment → Orientation → <b>ENGAGEMENT</b>	
<input type="checkbox"/> <b>STEP 6: Engage</b>	
<p><b>Inspiring Engagement:</b> Based on expectations for board members, engage candidate with a customized plan that includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Annually:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign Board Member Annual Affirmation</li> <li><input type="checkbox"/> Sign the Annual Conflicts of Interest Statement</li> <li><input type="checkbox"/> Attend the Annual Board Retreat with Spouse</li> <li><input type="checkbox"/> Complete Annual Board Self-Assessment Survey</li> </ul>	
<p><b>Quarterly:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Board Meetings</li> <li><input type="checkbox"/> Read Board Materials in Advance and Complete “homework” Assignments</li> <li><input type="checkbox"/> Attend Committee Meetings</li> <li><input type="checkbox"/> Expect to Hear God About Critical Issues Through Prayer and Spiritual Discernment</li> <li><input type="checkbox"/> Maintain Standards of Board Governance Literacy as Outlined in the Board Policies Manual</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Daily/Weekly/Monthly:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pray regularly for Board, Staff, and CEO</li> <li><input type="checkbox"/> Respond Promptly to Emails and Phone Calls Regarding Board Work</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Conduct Volunteer Work</b> through appropriate employee channels versus going around normal channels to senior management or the CEO</p>	