

# Example Board Leadership Appendices

## TEN QUESTIONS TO ASK YOURSELF BEFORE AGREEING TO SERVE ON A BOARD

1. Do I fully understand what is expected of me as a responsible board member?
2. Can I make the time available to effectively serve on the board, to do the necessary homework, to attend meetings and retreats, etc.?
3. What qualifies me to serve on this board? What would I bring to the board in terms of my experience, abilities, interests, resources, and relationships?
4. How long of a commitment am I willing to make to this organization?
5. Do I believe in this organization?
6. Do I feel truly supportive of this organization’s executive and the executive staff?
7. Is my spouse supportive of my serving on this board?
8. Are there hidden things in my life that would disqualify me from serving if they were known?
9. Why should I not serve?
10. Do I sense God’s leading in this decision?

## EXAMPLE: BOARD COMPOSITION MATRIX (ADJUST FOR YOUR OWN CULTURE AND GOALS)

Personal Characteristics						
Familiarity with the Organization	Ministry vs Business background		Gender Diversity			Ethnic Diversity
	Business	Ministry	Men	Women	Caucasian	Other
Area of Expertise as it relates to the board	Success in promoting us among their constituencies		Spiritual Authority and Stature	Personal Stature		Giving and Finding Wealth

### EXAMPLE: NEW BOARD MEMBER PROFILE

Our ideal next board member will meet the following criteria:

Age Range:

Specific Skills:

Gender:

Ethnicity:

Ministry Background:

Connections:

Ability to Give:

### EXAMPLE: BOARD MEMBER GENERAL PROFILE

Our ideal next board member will meet the following criteria:

An “Ideal” Profile...

- Loves Jesus Christ
- Cares deeply about our mission and the objectives of the organization
- Committed to a local church
- Person of integrity who is above reproach
- Enjoys a wide network of friends and professional contacts
- Thinks independently without insisting on “my way.”
- Is God-oriented with his/her life and sense of purpose focused more on God than on personal achievements, family, or a mission or program
- Motivated by faith in the work of God
- Person of prayer
- Decisive
- Sees the big picture
- Has a worldwide perspective
- Positive and focused on the future, yet is also realistic—aware of reality, but not shackled by it

- Thinks critically without a critical attitude
- Is an encourager, a cheerleader for the whole group, including the senior executive
- At ease in an advising relationship with the senior executive
- Keeps priorities clear while able to sort details in a confusing situation
- “Fits” with current board members
- Humble and not judgmental
- Demonstrates ability to delegate effectively
- Spouse is supportive of their service on the board
- No conflict of interests
- Has a servant-leader attitude—“How can I help the group win?”
- Willing to work, to do homework, to serve
- Brings a wide variety of successful experiences
- Has rebounded from failure with integrity
- Demonstrates a commitment to honesty, loyalty, and excellence
- Understands the importance of confidentiality
- Desires to grow and to learn

### EXAMPLE: BOARD MEMBER ROLES AND RESPONSIBILITIES

1. To appreciate, recognize, and encourage everyone who contributes to the ministry
2. Finance
  - a. To make certain the ministry operates in a fiscally responsible manner as stewards of the resources of the kingdom and adheres to policies and regulations regarding its financial management
3. Strategy
  - a. To review, refine, approve, and track the strategic plan which includes:
    1. The vision, mission, and core values
    2. Three-year goals
    3. The three-year strategy and one-year implementation plan
    4. The funding plan

#### 4. Resources

- a. To network to the ministry

#### 5. Problem Solving

- a. To work effectively as a team member on the board in making God-honoring decisions

#### 6. Governance

- a. To support the operation of an effective board including:

- 1. Constitutions and bylaws
- 2. Policy and procedure manual
- 3. Board minutes
- 4. Financial records

#### 7. Hire, evaluate, release the senior executive

#### 8. Provide spiritual leadership

#### 9. Maintain a standard of excellence

### EXAMPLE: SELECTION PROCESS FOR NEW BOARD MEMBERS

#### 1. Board Appoints Nominating Committee

- a. Committee Reviews
- b. Board Member Profile (character and expertise)

#### 2. Committee Drafts List of Candidates

#### 3. Senior Executive Reviews the Candidates List

#### 4. Board Reviews/Approves the Candidates List

#### 5. Nominating Committee Contacts Potential Board Members

#### 6. Nominee Receives Prospective Board Member Packet:

- a. Board Member Profile
- b. Selection Process
- c. Leadership Commitment Agreement
- d. Ten Questions to Ask Before Deciding to Serve
- e. Strategic Plan
- f. Roles and Responsibilities of Board Members
- g. Current Board Roster

7. Interested Nominees Invited to Attend One or Two Board Meetings and are Assigned a Temporary Advisory Role
8. Nominee Interviewed with Spouse if Applicable
9. Nominee's References Checked
10. Recommendation Presented to the Board
11. Approval Given
12. Board Extends Official Invitation
13. Sign Leadership Commitment Agreement
14. New Member Orientation

#### SEVEN STEPS FOR RECRUITING BOARD MEMBERS:

1. **RECRUIT** for passion—not position
2. **PRAY** before prospecting
3. **DATE** before proposing
4. **INSPIRE** your prospect to give generously
5. **PROPOSE** marriage
6. **CONTINUE** dating

Excerpted by permission from *Mastering the Management Buckets: 20 Critical Competencies for Leading Your Business or Nonprofit*, by John Pearson (Regal Books, 2008), [www.ManagementBuckets.com](http://www.ManagementBuckets.com)

## EXAMPLE: BOARD MEMBER COMMITMENT FORM

### Board Member Commitment Form

Knowing God spoke clearly in His word concerning the character and responsibility of a leader, as a board member, I commit myself to God and to my board colleagues to do the following:

- I will seek to maintain an intimate walk with the Lord by regularly spending time alone with Him in His Word and in prayer.
- I will be a diligent student of God's Word.
- I will endeavor to walk continually in the Spirit.
- I will pray regularly for those who serve with me as board members and for the staff.
- I will pray regularly for the ministry.
- I will give my talents and treasure to the work of the Lord through this ministry.
- I will attend all meetings of the board, unless I am hindered by a compelling reason such as illness or necessary travel. When unable to attend, I will notify the board chairman in advance.
- I will prepare for each board meeting by doing my homework and by submitting myself anew to the Holy Spirit.
- By the power of the Holy Spirit, I will not express negative attitudes through criticism and complaint.
- Instead, I will be positive and encouraging, endeavoring to maintain the unity of Spirit in the bond of peace.
- I will maintain an open and teachable attitude.
- I have studied these statements of commitment and have prayed over them. I believe God would have me serve the board as a member according to these standards.

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_