

# The Pathway to the Board—Overview

XYZ ORGANIZATION

NEW BOARD MEMBER PROFILE DEVELOPMENT	RESPONSIBLE	DATE COMPLETED
Board Matrix: Gaps		
Strategic Plan: How does it inform needed expertise?		
Review Board Terms: Anticipate future needs		
Bylaws: How many can we have?		
Strategic Plan: How many do we want? By when?		
Review Nomination Process		
Distribute Nominee Suggestion Forms to Board		
Create New Board Member Profile		

<input type="checkbox"/> STEP 1: IDENTIFICATION	RESPONSIBLE	DATE COMPLETED
Board members submit Nominee Suggestion Forms to Nomination Committee (NC)		
Nominees not informed of the board interest		
NC evaluate nominations and vet with board		
Board chooses who leads follow-up discussion with nominee		
Nominees are contacted to determine interest		

<input type="checkbox"/> <b>STEP 2: INTEREST</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
Create packet with board nominee orientation materials (see tool # 3)		
Select board member(s) meet with nominee: <input type="checkbox"/> Review board nominee orientation materials <input type="checkbox"/> Answer questions <input type="checkbox"/> Assess interest		

<input type="checkbox"/> <b>STEP 3: VETTING</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
NC hears from board members who met with nominees		
NC chooses who to pursue		
NC checks references and does background check		
Candidates meet with Board Chair and Executive Director		

<input type="checkbox"/> <b>STEP 4: NOMINATION</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
NC and Executive Director make final determination		
Create candidate information packet for board		
Asks for commitment to serve from candidate		
Candidate agrees		

<input type="checkbox"/> <b>STEP 5: ELECTION</b>	<b>RESPONSIBLE</b>	<b>DATE COMPLETED</b>
NC gives candidate info packet to board		
NC makes a motion and board votes		
Board chair informs candidate		
Candidate is invited into the on-boarding process		