

## **Board Member Election & Screening Process**

### **Steps:**

- 1<sup>st</sup>** - The Governance Committee (Development or Nominating Committee) identifies the needs on the board such as CPA, attorney, fundraiser, people with PR and marketing expertise, etc. Seeks a range and diversity of skills, background and knowledge.
- 2<sup>nd</sup>** - The Board Governance Committee (Development or Nominating Committee) gathers names of prospective board members from the board and themselves to fulfill needs.
- 3<sup>rd</sup>** - The committee along with the director determine those names who would be a good fit and who may not be.
- 4<sup>th</sup>** - The committee assigns a member of the committee to each perspective person to call and inquire as to their interest. They then set up a meeting between the two of them and ask the executive director to attend.
- 5<sup>th</sup>** - At the breakfast, lunch or coffee meeting the perspective member is interviewed by the committee member and executive director. Questions as to their interest in CASA's board are asked. We are looking for "passion" for the mission, time enough to be committed and expertise that fills our needs on the board. At this same meeting we are explaining the organization, our needs and board commitment. A packet with board application information is handed to them.
- 6<sup>th</sup>** - The executive director returns to the office and emails the same packet to them so that it may be filled out on line. The committee member who interviewed the applicant checks references and then writes a short paragraph of recommendation or the lack of support for their candidacy.
- 7<sup>th</sup>** - The emailed packet is then sent to the Board Governance Committee to review. Generally, during the next committee meeting, the person's application and interview are fully discussed. The committee member's recommendation is heard. The committee decides whether to move the person's application forward to the full board to vote on.
- 8<sup>th</sup>** - Through an email process a ballot along with the application, paragraph by board member, and bio of applicant are sent to full board via email. Ballots are emailed back to committee chair within a weeks time period. A majority vote of the board means the person has been selected.

- 9<sup>th</sup>** - The newly elected person has pre-identified which committees to be involved with. The executive director or chair of Governance Committee discusses the greatest need and fit on which committee. The new board member is called by the executive director to inform them of the committee appointment.
- 10<sup>th</sup>** - The executive director calls the person to let them know the outcome of the vote and a letter of congratulations is sent along with meeting dates and times for the board, committees and new member orientation.

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