

Board Recruitment, Orientation, and Development

Policy: Board Recruitment
Category: Governance Process
Status: Adopted 2003-04-17

The Board of Directors of NNREC is committed to ensure governing with excellence by investing in recruitment, orientation and development of board members.

Documentation

A board binder will be developed, maintained and provided to each board member. The binder will contain, at a minimum:

1. A calendar of events for the year with all known events
- Documents
2. Mission, objectives and activities of the organization
3. Bylaws and Articles of Incorporation
4. Copies of the state corporate charter and IRS 501(c)3 letter of determination
- Board of Directors
5. List of ten major board responsibilities, from *All Hands On Board: The Board of Directors of an All-Volunteer Organization*
6. Board governance policies
7. Summary of board procedure (meeting interval, length, quorum, agenda, rules of order, speaking by others, voting, consensus)
8. Board officer job descriptions
9. Code of Conduct for the Board of Directors
10. Contact information for all board members
11. Committee charters for standing and active ad-hoc committees
- Current information
12. Minutes of the last annual meeting and of the last three meetings of the board
13. Budget for the current fiscal year
14. Last quarterly financial report
15. Most recent newsletter
- Planning
16. Action Plan
17. Strategic Plan.
18. Summary of fundraising goals and activities
19. Summary of insurance policies
20. Summary of risk management plan

The Secretary will remind board members to place information they receive into the binder, and as appropriate, will provide new information for the binder at each meeting. The Secretary will check each binder at the conclusion of the term of service for board members, before transferring the binder to newly elected board members.

Recruitment

The Board of Directors will actively recruit highly qualified board candidates through the Nomination Committee and directly, in order to ensure that all persons standing for election are highly qualified and fully committed to board service. The board will:

1. Achieve board diversity through affirmative action recruitment.
2. Interview, in person or on the phone, each candidate before they are nominated. This may be delegated to the nominating committee.
3. Ensure that each candidate is informed about the organization and mission, service on the board, and time and financial commitments. At a minimum, each candidate will be provided a copy of the bylaws, the mission/objectives/activities statement, and *All Hands On Board: The Board of Directors of an All-Volunteer Organization*.

Orientation

Each newly elected board member will be given a copy of the board binder, at least two weeks before the board meeting which follows their election. At the first meeting following their election, they will be welcomed and oriented to board procedure. The meeting will include an activity or initiative designed to allow board members to get to know each other better and start to develop a personal and working relationship.

Development

The board will invest about 5% of yearly income (excluding fiscal agent funds and income) on training and retraining to maintain and increase existing member skills and understandings.

Socialization

The board will schedule at least one meeting or event per year, which is primarily social in nature, to allow the board to continue to develop a personal and working relationship.