



The Pathway to the Board

XYZ ORGANIZATION

CULTIVATION > RECRUITMENT > ORIENTATION > ENGAGEMENT

<input type="checkbox"/> STEP 1: SUGGEST <i>CONFIDENTIAL</i>	SUBMIT TO GOVERNANCE COMMITTEE
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"/> STEP 2: REVIEW <i>CONFIDENTIAL</i>	REVIEW WITHIN 30 DAYS
Review resume	
Review board member qualifications including Statement of Faith	
Review board nominee criteria against board needs	
Prayer and spiritual discernment process	
ACTION AND DATE <input type="checkbox"/> Decline or Postpone <input type="checkbox"/> Move to Step 3	



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<input type="checkbox"/> STEP 3: INQUIRE <i>CONFIDENTIAL</i>	
Assign candidate to board member and/or Executive Director	
Document past involvement with XYZ Organization	
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"/> _____	
ACTION AND DATE <input type="checkbox"/> Decline or Postpone <input type="checkbox"/> Move to Step 4 <input type="checkbox"/> Inform Board	



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<input type="checkbox"/> STEP 4: APPLY	RECRUITMENT BEGINS
Formal Meeting: “Would you serve as a board member should the Governance Committee recommend you?”	
Review Board Nominee Orientation Materials: <ul style="list-style-type: none"> <input type="checkbox"/> Position Description <input type="checkbox"/> Annual Affirmation Statement <input type="checkbox"/> Board Policies Manual <input type="checkbox"/> Calendar of Board Meetings and Retreats <input type="checkbox"/> Briefing: “The Three Board Hats”¹ 	
Invitation to Submit Application: Governance Committee authorizes next step and board chair and/or Executive Director invites nominee to submit an application and resume: <ul style="list-style-type: none"> <input type="checkbox"/> Invitation Extended <input type="checkbox"/> Board Informed 	
Application and Resume Submitted: Application submitted and permission given to proceed on reference checks	

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



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<input type="checkbox"/> STEP 4: APPLY	RECRUITMENT BEGINS
<p>References Affirm Applicant Meets Board Criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pastor and/or Church/Small Group Leader <input type="checkbox"/> Employer and/or Fellow Employees <input type="checkbox"/> Background Checks—must be legal and authorized <input type="checkbox"/> Social Media Check <input type="checkbox"/> Colleague or Board Member Where Applicant Has Served—“Is s/he knowledgeable in governance and a Christ-centered team player?” 	
<p>Spiritual Discernment: Board prays to discern God’s direction regarding the nominee</p>	
<p>Governance Committee Recommendation: Due diligence and recommendation to board</p>	
<p>Board Approval/Election: Governance Committee recommendation approved by board:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Candidate Notified _(Date)_ <input type="checkbox"/> Candidate Elected _(Date)_ <input type="checkbox"/> Term Begins _(Date)_



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



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<input type="checkbox"/> STEP 6: ENGAGE	
<p>Inspiring Engagement: Based on expectations for board members, engage candidate with a customized plan that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ 	
<p>Annually:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign Board Member Annual Affirmation <input type="checkbox"/> Sign the Annual Conflicts of Interest Statement <input type="checkbox"/> Attend the Annual Board Retreat <input type="checkbox"/> Complete Annual Board Self-Assessment Survey 	
<p>Quarterly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend Board Meetings <input type="checkbox"/> Read Board Materials in Advance and Complete “Homework” Assignments <input type="checkbox"/> Attend Committee Meetings <input type="checkbox"/> Expect to Hear God About Critical Issues Through Prayer and Spiritual Discernment <input type="checkbox"/> Maintain Standards of Board Governance Literacy as Outlined in the Board Policies Manual <input type="checkbox"/> _____ 	



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<input type="checkbox"/> STEP 6: ENGAGE	
<p>Daily/Weekly/Monthly:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pray regularly for Board, Staff, and Executive Director <input type="checkbox"/> Respond Promptly to Emails and Phone Calls Regarding Board Work <input type="checkbox"/> _____ 	
<p>Conduct Volunteer Work through appropriate employee channels versus going around normal channels to senior management or the Executive Director</p>	