

March 6, 2019

For Friends of Casco Bay March 19 Board Package
Steps for Onboarding a new Director

All Directors are authorized and encouraged to bring forward potential candidates to join our Board.

- A. An introductory meeting, typically a 30-45 minute coffee with Sponsor, ED and Board Chair. This meeting is not about board service. It is a way to introduce potential candidates to Friends, provide them with an information package that outlines all the ways to be involved with us, outlines our work, plus opens the door for Q&A and sparking/learning Candidate's interests.
- B. Sponsor confers with Board Chair and ED, typically within 2 to 4 weeks after coffee; might there be a fit for this person and our Board? If no or not now, Sponsor communicates as is best; if yes, Sponsor or Board Chair reaches out to Candidate for a conversation about board service.
- C. Sponsor or Board Chair reaches out to Candidate, asks if there may be board service interest, reviews board duties, expectations, time commitments, answers questions, allows time for Candidate to consider invitation to apply.
- D. If Candidate and Board Chair or Sponsor conclude that there is interest, ask Candidate for a Letter of Interest and a CV/ Resume. The Letter should cite prior board experience, reason for interest in the Bay and Friends, and desired contribution to organization.
- E. Sponsor or Board Chair collects Letter and CV and forwards to Board Chair or Executive Committee for a review and comment. Board Chair collects comments and seeks an endorsement to forward Letter , CV/Resume and Candidate name to the full Board for consideration at the next regular board meeting.
- F. At next regular board meeting, Sponsor presents the Letter/CV/Resume to the Board for consideration and fields Board questions. If Sponsor is not present and a designated alternate is not present, Board Chair tables until next meeting.
- G. If during board discussion, the sense of the Board is that further interview or process is required, Board Chair will refer to the Executive Committee for review and determination of appropriate action, including further interview, determination to discontinue, or as the Committee will determine. Board Chair will report out at next meeting the outcome, and if positive will resume with step F.
- H. If at the next regular board meeting the determination is positive, Sponsor will be asked to invite Candidate to the very next board meeting for introduction, Q&A, and election.
- I. At the election board meeting, Sponsor will introduce Candidate to the Board, the Board will be introduced to Candidate, any Q&A will be had, and Candidate will be asked to leave the room for final board deliberation and a vote. The Candidate, presumably elected, will be invited back into the meeting room to a round of welcome applause, seated, and will receive guidance information books from the ED.

Mission complete.