



Founder & CEO of **vantage point**

SUCCESSFUL BOARD BUILDING 8 Step Process

**This Board Building Process should be led and managed by the Governance Committee.
Steps 1-4 and 8 should be completed by current board members.
The decision should be made on a candidate's status within 30 days of application.**

STEP 1

Identify what the board needs (skills, knowledge, perspective, connections, etc) in order to implement the strategic plan for the next 2-3 years. What does it have? What skills, etc are missing? Begin informally identifying individuals with the needed characteristics.

STEP 2

Develop a panel of board candidates who can fill the board gaps identified in Step 1. Introduce them to other directors, determine their potential interest in serving, and keep them informed of the organization's activities.

STEP 3

Engage them in some meaningful activity to evaluate "fit", both ways. For instance, invite the candidate to serve on a committee or work on a project, maybe an event committee or an ad hoc committee, where they can use their skills and demonstrated how they might fit in on the board. The candidate could serve on a board committee as a non-director member or any other committee.

STEP 4

Evaluate the candidate's performance, effectiveness, demeanor, and style as he/she serves the organization. The Governance Committee should survey appropriate directors to determine how the candidate performed and his/her "fit". This should include a discussion with the candidate to get his/her "take" and opinion.



SUCCESSFUL BOARD BUILDING 8 Step Process for Driving Performance

STEP 5

Decide whether to invite the candidate to apply for a director's seat. The Governance Committee should confidentially conduct this discussion and vote. Only the board president and the person who recommended the candidate should learn of the Governance Committee's decision or reasons.

STEP 6

Invite the board candidate to formally apply for a seat on the board if the Governance Committee so decides and if the candidate remains interested in joining the board.

STEP 7

Gather all necessary information in order to make a prompt and appropriate decision on the application. This step can include the following:

- Completed Candidate Information Sheet
- Personal interviews with various current directors
- Other information gathering as determined prudent by the Governance Committee or directors
- A broad discussion with the candidate on various items, including: Board Orientation and Training Outline, Member Expectation Document, Board Contract and Annual Affirmation Statement, and Conflict of Interest documents.

STEP 8

Discuss the candidate's qualifications and vote on the application at a full board meeting. The candidate should not be present at the board meeting when the vote is taken. Only after a successful vote should the candidate be invited to attend a board meeting.

**For more information on how to build a successful board
or to contact us for help visit:**

TomOkarma.com