



Advisory Board Recruitment Process 2012

The Advisory Board of Directors recruits new members to begin service in January of each year. Board terms are for two years with the option to renew for two terms according to the NHF chapter guidelines (a total of six years). The NHF Colorado Advisory Board of Directors has no less than five board members at any time with up to 15. Below is the step-by-step process for recruiting board members for NHF Colorado board service. If you have any questions, please contact the Board Development Committee Chair(s).

Pre Planning

1. **Complete** a board matrix and determine areas of need for the current Board. See attached board matrix as a sample of how conduct an assessment.
2. After determining areas of need for the Board, **ask** the current Board to consider any candidates that they would recommend, with an emphasis on individuals from the organizational committees. Frequently, committee members are excellent candidates for the Board because they have some orientation and experience to the organization and have demonstrated a commitment to the mission as well as hard work.
3. **Draft** recruitment language to be distributed by the Board Development Committee where appropriate. Include benefits to joining the board, expectations, and board recruitment process. See attached document for sample language.
4. **Identify** individual from the Board Development Committee who will accept and respond to board applications as they come in. This person will need to:
 - a. Thank individuals for their board applications and resumes promptly after receipt;
 - b. Explain the next steps and timelines for the recruitment process; and
 - c. Keep applications well organized (this may be done through the DropBox).
5. **Distribute** the board application announcement using the NHF Colorado's Executive Director and individual board networks. Be sure to announce the board recruitment process and timelines at any and all upcoming events.



Application Process

1. Applications can be downloaded through the NHF Colorado website. Applications and resumes are sent to the NHF Colorado email that is managed by the Executive Director. Applications are due on October 1 each year, three months before the board term begins (*this allows time to review the apps, interview, and invite people to the Nov. board meeting before the holidays*).
2. Organize a call to action event to describe opportunities to get involved with the chapter, including board service.
3. The NHF Colorado Executive Director will forward the applications and resumes to the appropriate Board Development Committee (BDC) member(s).
4. BDC member responds to candidates thanking them for their application and notifying them of the process and timelines for the application process including:
 - a. How many spaces are open and available on the board.
 - b. NHF Colorado is merged with NHF and, therefore, are technically an Advisory Board of Directors (this will be true once the merger with NHF is complete).
 - c. Date of the November board meeting for them to attend, including time and location.
 - d. Dues expectations and board commitment letter.
 - e. Timelines for when they will be notified about their acceptance on to the board include December annual meeting.
 - f. Other ways that they can get involved in HSC if they are not accepted on to the board at that time (i.e. committees, volunteer opportunities, etc.).
5. The BDC member collecting applications gathers and distributes the applications to the entire Board for their review by November 1. The Board will review the applications prior to the November board meeting.
6. All candidates will be invited to the November board meeting as an opportunity to see the organization's activities in person and ask questions of the board. At this board meeting, after the potential candidates have been excused, the board will discuss applications and who to accept onto the board.
7. Board buddies should also be identified at this board meeting and their efforts to reach out to the new prospective candidates.



Welcoming New Board Members

1. Within one week of the November board meeting, prospective board candidates should receive an email from the chair(s) of the BDC notifying them of their acceptance on to or refusal on to the NHF Colorado Board. Each letter should come from a template, but be customized as appropriate. See attachment for sample email.
 - a. Prospective candidates NOT invited onto the board – this email should be very gracious and appreciative; encourage continued participation on the NHF Colorado committees; and explain any reasons why the individual was not accepted on to the board, but what outstanding qualities that individual holds. (See sample)
 - b. Prospective candidate(s) INVITED onto the board – this email should provide a general welcome on to the board and include any logistical information including their new board buddy to help orient them to the board. Include the following details: (see sample)
 - i. Dates of board meetings
 - ii. Orientation dates and process (January)
 - iii. Board buddy contact (be sure to copy the board buddy on this email)
 - iv. Committee participation – any current committee needs or leadership roles that may be available to the new board member

Orientation (January):

1. Prospective board members will need to participate in an orientation process in January each year preferably before the January board meeting.
2. If the prospective candidate cannot attend the orientation date, he or she will need to schedule a separate time to meet with someone from the Board Development Committee or the Board President.
3. Orientation takes approximately one hour to conduct in person, but can also be coordinated through a conference call. Each new board member should receive an orientation packet including the following information:
 - a. NHF Colorado Collateral Materials – brochure, packet, etc.
 - b. NHF Colorado Case statement
 - c. Plans – fundraising, social media, etc.
 - d. Chapter Bylaws and related documents
 - e. Letter of Commitment
 - f. Board job description(s)
 - g. Committee descriptions
4. Please see the orientation process document for more information.



Proposed Timeline

January:

- Board member orientation
- First board meeting of the year when board service begins
- New board members and board buddies meet
- Board profile due

February:

- Letter of Commitment signed
- Conflict of Interest policy signed
- New board members and board buddies meet/ check in

March

- Selection of committee(s) for new board members
- New board members and board buddies meet/check in

April

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May

- Board retreat, review strategic plan

June

- Board social gathering

July

- Board dues complete

August

- Board evaluation distributed
- Board matrix updated

September

- Review board evaluation and matrix to help prepare for the skills and perspectives needed on the board
- Call for nominations for prospective board members from current board
- Invitations for board applications and resumes
- Call to action event

October

- October 1: Board applications due
- Review applications and set up interview
- Interview candidates



- Invite candidates to November board meeting

November

- Continue candidate interviews before board meeting
- Host candidates at November board meeting, plan on Q&A session during the board meeting
- Vote on prospective candidates joining the board
- Identify board buddies
- Within one week of vote, email candidates about the boards' decisions

December

- Announce to the community and welcome new board members at annual meeting held at Holiday Party
- Schedule orientation for new board members
- Send out recruitment evaluation to all candidates and review evaluations for next recruitment round
- No board meeting – holidays!