**BOARD RESOLUTION ESTABLISHING**

### NOMINATING COMMITTEE

Nominating Committee. The nominating committee shall have five (5) members. The terms of office of the members of the nominating committee shall be staggered. Initially, two members shall serve for three years, two members shall serve for two years and one member shall serve for one year. Upon the expiration of their initial terms, the members or their replacements shall serve for a term of three years. The committee shall present to the Board of Directors nominations for directors to be elected by the board, and for president, vice president(s), secretary, and treasurer. The nominating committee shall also nominate board candidates for board approval to fill unexpected vacancies. The committee shall furnish to the board information relating to the background and qualifications of all such nominees at least two weeks prior to the board meeting at which an election is scheduled to take place. For reasons of confidentiality all handouts of such information shall be at the previous board meeting and collected at the end of the election meeting.

The committee shall maintain a current profile of the Board's membership composition to guide the selection process. It shall review the performance of incumbent directors who are eligible for reelection, and it shall develop and help administer a program of orientation with the President of the Board and the Executive Director for newly elected Directors. The committee shall, subject to the requirements as set forth in these bylaws, also nominate trustees emeriti. It shall encourage periodic programs of in-service training and regular self-assessment retreats or sessions for the Board.

BOARD RESOLUTION

Resolved: The President of the Board of Directors is hereby authorized to establish a nominating committee as a permanent Committee of the Board of Directors as stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Nelson, President Joe Bush, Secretary

Date\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

### NOMINATING COMMITTEE PLAN FOR BOARD DEVELOPMENT

Responsibilities of Nominating Committee: To identify, research, cultivate, recruit, orient, involve, and acknowledge strong new board members appropriate to current and future needs of The First Tee Central Coast.

1. Build Nominating Committee

(Rotate members on a staggered, but regular basis.)

2. Review Basic Responsibilities of TFTCC Board

(Review from time to time. Revise as desired.)

3. Create or Review Bylaw or Board Resolution on Nominating Committee.

(Review and revise as necessary.)

4. Plan for Board Development

(Review every few years and revise as necessary.)

5. Prepare Annual Schedule for Committee Activities

(Develop schedule. Review annually. Revise as necessary.)

6. Assess the current makeup of the board and identify potential board members

(Assess annually.)

7. Assemble a confidential, cumulative, ongoing list of Prospective Board Members

(List covers the needs of TFTCC for the next several years, update as necessary.)

8. Cultivate and Recruit New Board Members

(Review list. Revise priorities as necessary.)

9. Present names and backgrounds of candidates to Board for vote or confirmation (Annually, and as need arises.)

10. Orient New Board Members

(At beginning of each new Board Member's term of service.)

11. Involve and acknowledge new Board Members

(At beginning and throughout their term of service.)

**The First Tee of the Central Coast (TFTCC)**

**New Board Member Recruitment Process**

1. Board Members and Staff build a list of individuals who are believed to be qualified

Prospects (See Addendum - Board Member Profile Sheets

and information regarding personal and professional characteristics).

1. Board Members complete Prospective Board Member **Referral Form** for each

individual prospect.

1. **Referral Forms** are collected by the Nominating Committee.
2. Nominating Committeesends letter, brochure and **Personal Information Form** to prospect for completion and return to Nominating Committee.
3. Nominating Committee evaluates and determines top prospects based on board

needs, information provided by prospect and personal relationships with current board members.

1. Nominating Committee makes a recommendation to Executive Committee for interview and follow-up of prospective board members.
2. Contact made to prospects informing them of TFTCC’s interest and to schedule interview/meeting.
3. Agenda for meeting to include board expectations, financial information, strategic plan, option of visiting programming at golf course, and determination of their interest in TFTCC. (See also Agenda for Individual Meeting with Board Candidate for more information.)
4. Executive Committee makes decision to invite prospective board member to become board member.
5. Letter of invitation to prospective board member to attend board meeting where vote will occur regarding candidacy.
6. Welcome letter and **Board Member Info Form** sent to new board member.

**PROSPECTIVE BOARD MEMBER REFERRAL FORM**

Name of Candidate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete this form with your recommendation for a prospective board member at the end of this meeting or within a week, and deliver to the chairperson of the nominating committee:**

Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:**

Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A member of the nominating committee will contact you to ask for suggestions about the best approach in cultivating and recruiting the individual(s) you have listed.**

Sponsor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:**

Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The best time to telephone you is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Referring Board Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROSPECTIVE BOARD MEMBER PERSONAL INFORMATION FORM**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:**

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Evening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide information about your employment, education, professional and personal skills and information, interest in TFTCC, and other relevant affiliations:**

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Characteristics\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interest in our organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TFTCC people known\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliations with:**

Individuals\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Foundations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Board Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to Chairperson of Nominating Committee**

**CHECKLIST OF MATERIAL FOR POTENTIAL BOARD MEMBERS**

|  |
| --- |
| Date |
| Material sent |  |
| or given |  |

|  |
| --- |
| **1) Material about The First Tee Central Coast** |
| Information portfolio about The First tee organization |  |
| Information about project, program, and staff |  |
| Fact sheet |  |
| Brochure |  |
| Annual highlights |  |
| Annual report |  |

|  |  |
| --- | --- |
| Newsletter |  |
| Program of events or activities |  |
| List of contributors |  |
| Selected newspaper or magazine articles |  |
| Names of chief staff people with whom board members might interact |  |
| Staff organization chart |  |
| **2) Information about TFTCC Board of Directors** |  |
| List of current board members, titles and affiliations, and brief biography |  |
| Responsibilities of board members |  |
| Board Manual (only to show at this time) |  |
| Board organization chart and committees |  |
| **3) After candidate has accepted service on TFTCC Board** |  |
| Letter to new board members |  |
| Board Member Information Form to fill in and return |  |
| Other |  |

### AGENDA FOR AN INDIVIDUAL MEETING WITH A BOARD CANDIDATE

Page 1

If you have not participated in such a visit before, it may be helpful to rehearse a possible scenario. You may also wish to mentally divide the meeting into several parts or to role-play this meeting beforehand with an experienced board member. Please note that it is important to speak briefly in this meeting. To woo a candidate, it may be equally important to do more listening than talking.

I. Introduction (Two or three minutes):

1. Thank the person for meeting with you.

2. Say that you would like to have him or her consider their name be placed in nomination to be a board member of TFTCC, but acknowledge that the board makes the final decision based on perceived needs of diverse qualifications and skills required by the board at that time.

II. Central part of meeting (Twenty minutes)

Extend this part of the meeting if candidate has additional questions or concerns):

1. Briefly explain your connection with TFTCC

2. Briefly explain the mission, history, and programs of TFTCC

1. Ask whether the prospect has questions.
2. Listen and remember the questions and comments the person makes

(Take notes)

5. Respond to the questions or if not known contact the candidate with the appropriate answer as soon as possible.

6. Explain why you are interested in presenting the candidates name as a Board Member.

7. Explain that there is a board orientation for new board members involving the board President, the Executive Director, and senior staff, also include more detailed information about TFTCC and board governance.

**AGENDA FOR AN INDIVIDUAL MEETING WITH A BOARD CANDIDATE**

Page 2

8. Explain that a "board partner" is assigned to each new board member to welcome and respond to questions.

9. Explain that there are generally Four(4) board meetings a year and that each member serves on at least one committee that generally meets as often as needed for each committee.

10. Explain that each board member is asked and expected to make an annual contribution to the Board of Directors' Fund and to support the TFTCC financially according to his or her circumstances, including in other ways, such as special events and capital campaigns. The annual contribution is a specified minimum amount of $1000 Plus a $2000 Get .

11. Include the most recent audited financial statement in the information packet.

12. Ask whether the person has more questions.

III. Closing of the meeting (Five minutes):

1. Thank the person again for meeting with you and, if appropriate, reiterate interest in having the person serve on the Board.

2. If the person declines to serve as a Board Member at this time, ask whether he or she would like to participate in other ways: as an advisory board member, volunteer, donor; provide in-kind goods or services; and/or serve as a Board Member in the future.

3. Invite the person to attend a meeting or an event to meet other Board Members, or to see the Life Skills program in action.

4. Ask whether you may place the person's name in nomination. Reiterate that the final decision is the Board's and is based on perceived needs at that time.

5. Leave an information packet of material about TFTCC and about board governance with the prospect at the end of the meeting.

**AGENDA FOR ORIENTATION MEETING**

New Board Member Orientation Session

|  |  |
| --- | --- |
| Date of Meeting | Time |
|  | From to |

### DRAFT AGENDA

|  |  |  |
| --- | --- | --- |
| TIME | WHAT | WHO |
| I | 10:00 | Welcome | Nomination Committee  Chairperson |
| II. | 10:05 | Self-Introductions | Attendees |
| III | 10:10 | Overview of past and present | Executive Director |
| IV | 10:15 | FINANCIAL INFORMATION  Budget, investments, etc. | Financial Committee  Chairperson |
| V | 10:20 | FUNDRAISING  Board of Directors Annual Fund  Capital Campaigns  Planned Giving Opportunities  Special Events | Fundraising Committee  Chairperson |
| VI | 10:30 | PRESENTATION OF BOARD POLICY MANUAL  Board Responsibilities  Board Chairperson  Board Meetings  Committee Structure  and operational management  Board Orientation | Nomination Committee  Chairperson |
| VII | 10:45 | The Future | Board President |
| VIII | 10:50 | Closure | Nom. Com. Chairperson |
| IX | Schedule | Tour of Facility | Program Director |

### DRAFT LETTER TO NEW BOARD MEMBERS

The First Tee Central Coast

Post Office Box 6261

Santa Barbara, CA 93160

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Welcome! The enclosed Board Member Information Form will help us to get to know you better and help you work effectively on behalf of The First Tee Central Coast. Please fill it in and return it to me within one week.

Unless you request otherwise, I will send a copy of the first half to each of the other board members so that we may easily keep in touch with each other and get to know the various ways in which each of us wants to work with our organization. The second half will go to our development office.

Thanks for your help and with the best wishes of The First Tee Central Coast, I look forward to seeing you at the next board meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely,

Chairperson or Executive Director

Enclosure

**BOARD MEMBER INFORMATION FORM**

Part I

**Please fill in this form and return it within one week to:**

**The First Tee Central Coast**

**PO Box 6261**

**Santa Barbara, California 93160**

**Member Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:**

Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Memberships and Associations**

Professional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Religious\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honorary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Committee Assignments**

Finance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOARD MEMBER INFORMATION FORM

Part II

(For Development Office)

Please enclose:

1. biographical sheet and/or resume for office use
2. one or more photographs (preferably Online Head and shoulders shot)

these photographs may be used initially in the announcement of my board appointment in appropriate newspapers, journals, and magazines (This will help to highlight your service to the community and our nonprofit organization)

Periodicals to consider when announcing my board membership:

|  |  |
| --- | --- |
| Name of Periodical |  |
| Name of Editor |  |
| Address |  |
|  |
|  |
| Telephone |  |
| Fax |  |
| E-mail |  |

|  |  |
| --- | --- |
| Name of Periodical |  |
| Name of Editor |  |
| Address |  |
|  |
|  |
| Telephone |  |
| Fax |  |
| E-mail |  |

**Addendum #1**

**BOARD PROFILE WORKSHEET PART 1**

Identify the desired characteristics and current gaps on the board at this stage of development. Review by individual and or at nominating committee meetings, mark the grid for each characteristic that is filled presently by one or more board members. After that, you can more easily identify gaps that you wish to be filled. Please note that each number represents the name of a current board member. Each letter represents the name of a prospective board member. Each board member may represent several attributes, qualities, and skills. Prospective Board Members for (201\_\_ - 201\_\_)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Categories** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | A | B | C | D | E | F | G |
| Organizational |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Special Program Focus |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Business/Corporate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Accounting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Banking and Trusts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Investments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fundraising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Government Regulations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Government Representative |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Law |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Architect/Engineer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategic Planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Public Relations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Real Estate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Education |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Medical |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Categories** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | A | B | C | D | E | F | G |
| Under 35 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35-50 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 51-65 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Over 65 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Male |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Female |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ethnic Background | | | | | | | | | | | | | | |
| African American |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Asian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Caucasian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hispanic |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Native American |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pacific Islander |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Geographical Location | | | | | | | | | | | | | | |
| Paso Robles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| San Luis Obispo |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Santa Maria |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Santa Barbara |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Financial Position | | | | | | | | | | | | | | |
| Self Employed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Salaried |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Philanthropic |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prospective |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Major Donor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Board Committees |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Executive |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nominating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Program |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fundraising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Investments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Audit |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Building |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Length of Past Board Service | | | | | | | | | | | | | | |
| More than 10 years |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5-10 years |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2-5 years |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Less than 2 years |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Addendum #2**

**Personal Characteristics to Consider**

**Ability to**:

* Listen
* Analyze
* Think clearly and creatively
* Work well with individuals and in a group

**Willingness to:**

* Prepare for and attend board and committee meetings
* Ask questions, take responsibility and follow through on a given assignment
* Contribute personal and financial resources in a generous way according to circumstances
* Open doors in the community
* Evaluate oneself

**Develop certain skills if they do not already possess them, such as:**

* Cultivate and solicit funds
* Cultivate and recruit board members and other volunteers
* Read and understand financial statements
* Learn more about the substantive program area of your nonprofit

**To possess:**

* Honesty
* Sensitivity to and tolerance of differing views
* A friendly, responsive, and patient approach
* Community-building skills
* Personal integrity
* A developed sense of values
* Concern for TFTCC development
* A sense of humor.

**Other important characteristics/considerations:**

* People who are "on the way up" in our community, but not already over committed
* Well-positioned community leaders who will contribute "work, wealth, and wisdom"
* Leaders who can and will "give and get contributions."
* Active, involved, and mature leaders with community experience and or have had leadership training.
* Upper-level and middle-level managers of corporations.
* Active spouses, sons, and daughters of well-established leaders in the community, if you cannot recruit the leaders themselves.