**\_\_Org Name\_\_ Board of Directors Candidate Information *Insert Your Logo***

****

**Deadline to apply: \_\_\_\_\_\_\_\_**

Thank you for your interest in helping animals through serving on the board of directors of \_\_\_Org Name\_\_\_.

The \_\_\_Org Name\_\_\_ Nominating Committee is conducting a search for individuals to serve on the board of directors. The information below explains the goals and process for this search and the appointment of new board members.

If you have any questions, please reach out to \_\_individual’s name\_\_ by e-mailing \_\_\_email address--\_\_.

**\_\_\_Org Name’s\_\_\_ Mission**

\_\_\_Org Name\_\_\_.provides an essential safety net to vulnerable cats and dogs in \_\_geographic area\_\_\_\_, finds loving homes for them, and engages the community it its work. \_\_\_Org Name\_\_\_ does this by operating an animal shelter in \_\_\_location\_\_, offering pet adoptions, and providing volunteer opportunities to the community. \_\_\_Org Name\_\_\_ plays a vital role in animal lifesaving in Las Vegas. *(Optionally, you can enter the org’s mission statement and a brief description of the services provided.)*

**About the Board of Directors**

The board of directors is tasked with \_\_\_\_*add any current plans or specific challenges the board needs to help address, such as the hiring of a new ED or undertaking a capital campaign for a new facility OR creating a new strategic direction for the organization*\_\_\_.

Serving on the \_\_\_Org Name\_\_\_ Board of Directors is only one of several meaningful ways to get involved with the organization and to support animals. In addition to a commitment to helping animals, board members are expected to participate in ensuring that adequate financial resources are available for the organization to do its work and that it becomes financially sustainable. This includes making personal contributions as well as helping with fundraising in a meaningful way.

**Recruitment and Selection Process**

The board recruitment and selection process is a planned effort with specific steps designed to help ensure the organization attracts and maintains a high level of volunteer leadership.

The board member recruitment and selection process is as follows: *(Below is a sample process, you may inset your recruitment and selection process below.)*

* The nominating committee has defined the needs and selection criteria for board members – laid out in this document.
* The committee will promote the opportunity broadly to the public as well as recruitment through other contacts in the community.
* Candidates will submit responses to questions in the board application by emailing \_\_email address\_\_, with \_\_\_*Org Name*\_\_\_ *Board* *Application* in the subject line
* Applicants will receive a prompt email response when applications are received followed by an update on their application’s status within 4 weeks.
* The nominating committee will review each application to see if candidate’s skills match the pre-determined criteria and the organization’s need for varied skills and experiences on the board.
* Applicants who are identified as candidates for the \_\_\_Org Name\_\_\_ will be asked to participate in a phone interview.
* Top candidates selected through the phone interviews may be asked to meet in person with the committee members.
* Selected board members will be required to sign the \_\_\_Org Name\_\_\_ board contract and conflict of interest policy.
* Applicants who are not selected for board service may be asked to assist \_\_\_Org Name\_\_\_ in other ways.

**Criteria for Selection** of \_\_\_Org Name\_\_\_ **Board Members**

While the following criteria are not the only factors that will be considered in the selection of board members, they are some of the most significant ones. While every candidate is not expected to possess all of these skills, the goal is to create a team of board members that together possess the skills necessary to successfully lead \_\_\_Org Name\_\_\_:

* Ability to make the commitment of time, both in terms of duration and frequency.
* Professional skills or experiences related to needed functions, including but not limited to: marketing/communications, finance/accounting, legal expertise, HR, management of people, facilities management, and other business and professional skills.
* Business and personal contacts/connections that will be valuable to \_\_\_Org Name\_\_\_.
* Strong interpersonal skills.
* Ability to work well and cooperatively with others, while also being willing to speak up about issues or concerns.
* Diversity of experience and background.
* Past board experience.
* Fundraising experience/successes.
* Compassion for animals and commitment to the cause

**Primary Functions of the Board of Directors**

The primary functions of nonprofit boards are:

* Establishing the direction of the organization and setting high-level policy.
* Ensuring the legal, ethical, and financial wellbeing of the organization, including protecting assets and providing fiscal oversight.
* Evaluating the executive director’s performance, supporting the executive director, and hiring a new executive director when needed.
* Monitoring standards of operation and the strength and effectiveness of programs and results.
* Functioning as an ambassador for the organization in the community, assisting with raising funds, and enhancing the organization’s public standing.
* Building a competent board of directors.

**Board Expectations:**

Board members are expected to:

* Commit to serving a \_\_\_\_\_-year term. (There is the potential to be re-elected to a second two-year term. ) *(Must reflect your bylaws, bylaws can be amended through a process also outlined within the bylaws We recommend including term limits for board members.)*
* Attend at least 75% of board meetings, meetings of committees they are on, and special \_\_\_Org Name\_\_\_ events. The \_\_\_Org Name\_\_\_ board of directors will typically meet monthly. In the event of an emergency, board members may be asked to meet more frequently. Additionally, board committees often meet monthly. Attendance via conference call may be acceptable for some meetings.
* Interpret the organization's work and values to the community, represent the organization, and act as a spokesperson when called upon.
* Make a personal financial contribution at a level that is meaningful to them, with a minimum annual commitment of $\_\_\_\_. This could be accomplished in monthly installments.
* Actively participate in one or more fundraising activities and agree to help raise at least $\_\_\_\_\_ annually.
* Sign a board member contract and conflict of interest policy and abide by these agreements.
* Stay actively engaged and informed about what's going on in the organization, ask questions, participate in discussions, request information, and take responsibility for making decisions on issues, policies and other board matters.
* Work in good faith with staff and other board members as partners towards achievement of \_\_\_Org Name’s\_\_\_ goals.
* Serve on a voluntary basis. Board members will not be compensated for service, transportation, or other costs associated with serving on the board.

If you are interested in serving on the board, please complete the \_\_\_Org Name\_\_\_ Board of Directors Application and email it to \_\_\_email address\_\_\_.

**Other volunteer leadership opportunities:** If the board commitment is greater than you are looking for right now, there are other opportunities for volunteer leadership within the organization. We would be happy to plan a call with you to discuss this further in the near future. To request this call, please email \_\_\_email address\_\_\_.