

## **Tips for Meeting with a Prospective Board Member and Board Application**

Schedule a brief meeting with your prospect at the organization's office or main meeting location if possible. It is important for prospective board members to have an accurate picture of the organization and for you to have an accurate picture of them.

Remember the meeting is about determining if the candidate is a good fit for the organization, not to talk them into board membership. Educate the prospect about the organization. Ask questions and review materials in your board recruitment packet. Inform them on expectations. Keep the interview focused and professional.

Possible questions to ask during the interview to help in this process include:

- What experience have you had with your organization?
- What is your perception of your organization?
- Have you been on a board before and what was your experience?
- What do you think is the most important thing that a board member contributes to an organization?
- Discuss the job description, then ask them if they are they willing to fulfill these roles and responsibilities?
- How do you feel about financially supporting the organization through a yearly gift?
- Can you make the time to be an involved board member and make all the meetings?
- Are your family and employer(s) supportive of their board service?
- Do you have any particular concerns or considerations about the organization or board membership?

Board recruitment is community outreach and your process makes a statement about your organization. After the interview, send a thank you note. Even if the candidate does not join the board, they will most likely be willing to support your organization in some other way. Remember, if they're not ready to serve, it is better to wait until they are able to commit the time. Let them know you would consider them again in the future if a position becomes available.



**DoGood Organization**  
*Board of Directors' Application*

Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Professional Experience: \_\_\_\_\_

Interests/Hobbies: \_\_\_\_\_

Recent Volunteer/Board Activities: \_\_\_\_\_

**YOUR AVAILABILITY TO SERVE:**

- Could you regularly attend monthly board meetings?  yes  no
- Could you actively participate with a standing committee?  yes  no
- Would you contribute financial support to DGO  yes  no
- Would you participate in raising funds?  yes  no
- Would you participate in recruiting new members for DGO?  yes  no
- Would you attend an orientation for new board members?  yes  no\_

What skills could you contribute to our board? (Please Check)

- |                      |                        |
|----------------------|------------------------|
| _____ Accounting     | _____ Public Relations |
| _____ Investment     | _____ Marketing        |
| _____ Human Services | _____ Fundraising      |
| _____ Management     | _____ Education        |

Are you willing to serve on the Finance or Board Development/Governance Committee?

In addition to serving on a Standing Board Committee (Finance, Board Governance or Executive) are you willing to help implement the DGO Fundraising Plan? How do you think you can use your skills and resources to help with fundraising?

My personal goals to help DGO meet its mission are:

**REFERENCES: Please provide two (2) references (list names, addresses, email address if available and phone numbers).**

1.

2.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_