

## **New Board Member Recruitment Process**

### River Keepers' Board Recruitment Timeline

It is a year-round process. However, the focus is highest in the late fall and winter as elections are held at the Annual Meeting in April.

### The Board of Directors Composition

Ten (10) to eighteen (18) people who are seriously interested in the mission of River Keepers and have expertise that is useful on the board.

### Identify What is Needed in a New Board Member

- Current board members fill out a Skills and Interests Matrix every couple of years.
- The Membership & Leadership Committee reviews the Skills and Interests Matrix looking for holes that could be filled. They then report to the Board of Directors characteristics that we are looking for in new board members.
- Characteristics considered to ensure that we have a balanced Board of Directors:
  - Representation from both sides of the Red River
  - Skills: leadership, nonprofit, strategy, fundraising, board development, human resources, marketing, accounting, information technology (IT), policy, planning
  - Interests: education, environment, business, development, social concerns, arts and culture, nature, recreation, public safety, water resources.
  - Connections: major donors, local government, in-kind donations, media
  - Only one person from an organization, business, or family on the board at the same time
  - Is our board representative of our community? River Keepers believes our mission and vision is most effectively fulfilled through a commitment to a diverse, inclusive, and equitable environment that reflects the rich and growing diversity of our region, in which all feel respected and valued regardless of gender, age, race, ethnicity, national origin, age, sexual orientation or identity, disability, education or any other bias.
- Ex officio Board members may be appointed by the Board at a regularly scheduled Board meeting. River Keepers shall make a good faith effort to solicit one individual from the City of Moorhead staff or its elected officials and one individual from the City of Fargo or Fargo Park District staff or its elected officials to serve as ex officio members of the Board.

### Identify and Recruit Board Prospects from Target Groups

- Members of River Keepers
- Volunteers of River Keepers
- Participants at River Keepers events
- Community leaders

### Recruitment Strategy

- Social media
- Outreach events
- Website
- Invitations to potential new board members to River Keepers events such as VIP Water Festival Tours, Celebrate Our Red, etc.
- Invitations to coffee with board member or staff to better understand the organization and board member expectations
- Board members' networks

### Board Member Application Progression

- The Board Member Application includes the Board Member Job Description.
- Potential new board members submit their application to the Executive Director.
- The Executive Director communicates with the chair of the Membership & Leadership Committee.

### Interview and Evaluate Potential New Board Members

- Staff schedules an interview with the potential new board member and the Membership & Leadership Committee.
- The interview is twofold:
  - for the potential new board member to meet current board members, and ask questions about the position and organization.
  - for the current board members to personally meet the potential new board member and to set accurate expectations.
- After the interview, the committee utilizes the Potential New Board Member Strategy Decision Screen and discusses whether to extend an invitation to continue the process or not.

#### Extend an Invitation to Continue Process or Decline

- If the Membership & Leadership Committee and the potential new board member clearly indicate their willingness to being considered as an official candidate, the potential new board member is strongly encouraged to attend a board meeting. This allows for the potential new board member to meet other board members and see how a typical board meeting is run. It also allows for the current board members to meet the prospect.
- If either party decides it is not a good fit, the process ends.

#### Nominate and Elect New Board Members

- The Membership & Leadership Committee presents the candidate to the full board.
- Vacancies on the Board will be filled at the Annual Meeting by a majority vote of the Members present at said meeting.
- If the vacancy occurs more than three (3) months before the Annual Meeting, the Board shall appoint a Board member to fill the vacancy until the next Annual Meeting.

#### Orientation

- New board members are required to attend an orientation led by current board members and the Executive Director.

#### Continuation

- Any Board member may resign at any time by giving written notice to the President or Secretary-Treasurer. Such resignation shall take effect at the date of the receipt of such notice, or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Any Board member may be removed with or without cause, by a majority vote of Members entitled to vote at an election of Board members, or at any special meeting thereof.