



# SUCCESSFUL BOARD BUILDING

8 STEP PROCESS

Brought to you by: **TOMOKARMA**

*This Board Building Process should be led and managed by the Governance Committee.  
Steps 1-4 and 8 should be completed by current board members.  
The decision should be made on a candidate's status within 30 days of application.*

1

**Identify what the board needs (skills, knowledge, perspective, connections, etc) in order to implement the strategic plan for the next 2-3 years.** What does it have? What skills, etc are missing? Begin informally identifying individuals with the needed characteristics.

2

**Develop a panel of board candidates who can fill the board gaps identified in Step 1.** Introduce them to other directors, determine their potential interest in serving, and keep them informed of the organization's activities.

3

**Engage them in some meaningful activity to evaluate "fit", both ways.** For instance, invite the candidate to serve on a committee or work on a project, maybe an event committee or an ad hoc committee, where they can use their skills and demonstrated how they might fit in on the board. The candidate could serve on a board committee as a non-director member or any other committee.

4

**Evaluate the candidate's performance, effectiveness, demeanor, and style as he/she serves the organization.** The Governance Committee should survey appropriate directors to determine how the candidate performed and his/her "fit". This should include a discussion with the candidate to get his/her "take" and opinion.

5

**Decide whether to invite the candidate to apply for a director's seat.** The Governance Committee should confidentially conduct this discussion and vote. Only the board president and the person who recommended the candidate should learn of the Governance Committee's decision or reasons.

6

**Invite the board candidate to formally apply for a seat on the board if the Governance Committee so decides and if the candidate remains interested in joining the board.**



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7

**Gather all necessary information in order to make a prompt and appropriate decision on the potential director application.** This step can include the following:

- Completed Candidate Information Sheet
- Personal interviews with various current directors
- Other information gathering as determined buy the Governance Committee or directors
- A broad discussion with the candidate on various items, including: Board Orientation and Training Outline, Member Expectation Document, Board Contract and Annual Affirmation Statement, and Conflict of Interest documents.

8

**Discuss the candidate’s qualifications and vote on the application at a full board meeting.** The candidate should not be present at the board meeting when the vote is taken. Only after a successful vote should the candidate be invited to attend a board meeting.

## NOTES



Use the section below to capture any quick notes or thoughts you have while review the 8 step process.

It may be especially helpful to indicate your thoughts on Step 1.

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