

BOARD RECRUITMENT AND ORIENTATION

The chief function of the Board Recruitment and Orientation Chair is to work with the board to identify and recruit potential board members and provide a comprehensive orientation to new board members.

Monthly Luncheon Meeting

DURING:

- Assist guests and members with introductions.
- Provide assistance as necessary.
- Chat with members and identify potential board interest.

Monthly Board Meeting

BEFORE:

- Review board applications from interested candidates.
- Interview candidates.
- Invite screened candidates to group interview at board meeting (interview usually scheduled for 4:00pm).
- Prepare report on potential members interested in board positions.

DURING:

- Facilitate group interview with candidates.
- Solicit feedback on other board members' efforts to recruit potential candidates.

AFTER:

- Provide orientation for new board members.

OTHER ANCILLARY DUTIES

- Start planning the June/July election by March. Announce at the March monthly meeting that nominations are being accepted for the upcoming Board year and interested members should give you their names and information regarding a particular Board position. Encourage potential nominees to attend a Board meeting.
- The position of Vice-Chair shall be filled if at all possible by a current board member.
- When necessary, work with board members to identify candidates to fill any positions that become vacant during the year.
- Consult with Chair and Vice-Chair as necessary during recruiting efforts.
- Manage gawn@emaildodo listserv.

- Notify new board members when they have successfully completed their ninety-day probation period.

ORIENTATION PROCEDURES

- Create and maintain one hard copy of orientation manual, which includes:
 - Bylaws with relevant portions highlighted
 - All job descriptions
 - Board position backup chart
 - Global policies and operations notes
 - Conflict of interest policy and signature pages
 - Potential luncheon speaker application
 - Door-prize winner chart
 - Member spotlight questionnaire
 - Sample luncheon meeting agenda
 - Sample board meeting agenda
 - Board member application
- Maintain and update Dropbox folder containing above materials. Provide new member with Dropbox link to access materials electronically.
- Meet with new member no later than one week after their election to the board to provide comprehensive orientation session.
- Discuss existing trade agreements and their limitations.
- Provide networking cards for new member's future use.
- Add new member to gawn@emaildodo listserv.
- Discuss requirements and expectations, utilizing manual to illustrate concepts.