

The membership of the Board of Directors of any non-profit should be an ongoing priority for the organization. The Board Governance Committee has four purposes:

- 1) To maintain proper processes and procedures for membership including: board composition, nomination and election, by laws, board expectations, and training
- 2) To create an ongoing prospect list of new board member candidates
- 3) To present nominations for new members and a slate of officers for approval by the full Board of Directors prior to the start of each fiscal year.
- 4) To install a process for evaluation of effectiveness, identifying training, committee structure and board engagement opportunities for board members to address any effectiveness gaps.

Responsibilities:

- Assesses current Board and identifies gaps in skill sets, race, ethnicity, gender, age, etc. on an annual basis
- Tracks Board terms and communicates with Board members annually regarding their status
- Creates an ongoing list of Board member prospects that fit the previously identified gaps
- Determines the slate of officers and presents them for nomination to the full board
- Presents a slate of nominations to the Board of Directors
- Ensures that all Board members go through training/onboarding
- Maintains a process for review of policies and procedures, including the by laws

Business:

- Meets regularly to keep an ongoing discussion regarding board prospects
- Individual members actively participate in Board recruitment
- Committee is made up of both board and non-board members (usually chaired by the board Vice President)
- Communicates Board member needs to the full board to help generate ideas for incoming members

Staff Roles:

- Development staff attends meetings, takes minutes, maintains prospect and nomination lists
- Keeps record of board terms
- Helps generate ideas for prospects

Prospect to Nomination [Process](#)