

## **Board Member Nomination/Orientation Process**

The Board Development Committee welcomes nominations of prospective trustees throughout the year. Names may be placed in nomination simply by contacting the committee chair. *Please note: When talking with a person you would like to place in nomination, it is recommended that you pose an open-ended invitation such as, “Would you like to get more involved in RMHC?” rather than with the specific question, “Would you like to serve on the board?” Keep in mind that a nomination does not guarantee either approval or a specific assignment.*

Once a prospective nominee is identified, the following steps will occur:

1. An interview will be scheduled, possibly over lunch, with a member of the Board Development Committee and another board member to become acquainted and identify if there is a “fit” with current board needs. The Executive Director will be involved at the direction of the committee. A tour of at least one House is recommended. The appropriate application (trustee or committee member) will be given to the prospective applicant, if there seems to be a mutual fit.
2. Once a completed application is submitted, it will be brought to the Board Development Committee for review and then to the Board of Trustees for approval.
3. Providing the applicant’s approval (which should automatically follow successful completion of the prior two steps), the new trustee will be notified and welcomed to the board. At the same time, a “buddy” will be assigned from the current board. This “buddy” will be responsible for accompanying the new member to his/her first meeting and making that experience a positive, welcoming one. The buddy could also be part of the subsequent orientation process, if able, and will continue in the buddy role throughout the new member’s first year.
4. The new trustee will be contacted by the Director of Operations to schedule a comprehensive orientation at both Houses. Time will be scheduled with the Executive Director for a review of programs and historical perspective. If the new board member’s committee assignment is identified, information will be provided about the committee, its meeting schedule, chair, etc. If a committee assignment has not been made, interests and desires will be discussed with the new member. The Director of Operations will ensure that orientations actually occur at both Houses and that no one gets lost in the process.
5. A trustee agreement will be sent to and signed by the new member.
6. Current trustees will be extended an opportunity to schedule such orientations during the first half of 2002. Committee chairs will be asked to extend similar invitations to their members as well.